



**PONDICHERRY UNIVERSITY**  
(A Central University)

**R.Venkataraman Nagar, Kalapet, Puducherry - 605 014**

Ref.No.PU/ESTT/NT-1/I-5 /2010-11 /4 ,

Date: 6.04.2011

**NOTIFICATION**

**Sub:** PU – ESTT –Framing Recruitment Rules for certain non-teaching posts in Hindi cell– Reg.

**Ref:** Executive Council Resolution No.2011.107.17 dated 24.03.2011

The Executive Council in its 107<sup>th</sup> meeting held on 24.03.2011 has approved the framing of the Recruitment rules for the following newly created posts in Hindi Cell vide Resolution No. 2011.107.17.

1. Hindi Officer
2. Hindi Translator
3. Hindi Typist

The Recruitment Rules framed in consonance with the UGC prescribed qualification, pay scales etc., for the above posts are enclosed herewith for information.

These recruitment rules come into force with immediate effect.

  
DEPUTY REGISTRAR (ADMN.)

**To**

**The Director/Deans/HODs/Co-Ordinator/Officers**  
Schools/Depts./Centres/Sections  
Pondicherry University  
Puducherry

with a request to circulate this among all Non-teaching employees of the Section and display the same on the Notice Board

**HINDI OFFICER**

1	Name of the Post	<b>Hindi Officer</b>
2	Number of Posts	One
3	Classification	Administrative Service Group "A"
4	Scale of Pay (Pay Band)	Pay band -3 Rs.15600-39100 G.P Rs.5400 (Revised)
5	Whether selection post or non-selection post	Not applicable
6	Age limit for Direct recruits	40 years  Exemption for 5 years to the employees of Central Govt./State Govt./Universities and Autonomous Organizations.  Exemption for SC/ST and Backward Classes may be given as per the Govt. rules.  Age will be calculated up to the last date of receipt of application
7	Educational and other qualifications required for direct recruits	<u>Essential :</u> v) PG or equal Degree in Hindi from any recognized University with minimum 55% marks with English as a subject at degree level.  vi) Five years experience in Translation, English to Hindi and Hindi to English in which technical or scientific literature will be given importance or five years experience in Hindi Education Research Writing or Journalism.  <u>Desirable :</u> Knowledge of Sanskrit or any other Indian Language.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable



9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Recruitment Committee for Group "A" Service.
13	Remarks	



**HINDI TRANSLATOR**

1	Name of the Post	<b>Hindi Translator</b>
2	Number of Posts	One
3	Classification	Administrative Service Group "B"
4	Scale of Pay (Pay Band)	Pay band -2 Rs.9300-34800+ GP 4200) (Revised)
5	Whether selection post or non-selection post	Not applicable
6	Age limit for Direct recruits	30 years  Exemption of 5 years to the employees of Central Govt./State Govt./Universities and Autonomous Organizations.  Exemption to SC/ST and Backward Classes may be given as per the Govt. rules.  Age will be calculated up to the last date of receipt of application.
7	Educational and other qualifications required for direct recruits	<u>Essential :</u> v) PG Degree in English/Hindi from any recognized University and Hindi/English at degree level as a major subject or optional subject or taken as medium of language vi) Diploma/Certificate course for Hindi to English Translation or English to Hindi Translation or two years experience in Translation work, Hindi to English or English to Hindi in Central Govt./State Govt. or Autonomous Organizations.  <u>Desirable :</u> Knowledge of Sanskrit or any other Indian Language.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable



9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	By direct recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Recruitment Committee for Group "B" Service.
13	Remarks	

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**HINDI TYPIST**

1	Name of the Post	<b>Hindi Typist</b>
2	Number of Posts	One
3	Classification	Administrative Service Group "C"
4	Scale of Pay (Pay band)	Pay Band 1 Rs.5200-20200 + GP 1900 (Revised)
5	Whether selection post or non-selection post	Not applicable
6	Age limit for Direct recruits	25 years  Exemption of 5 years to the employees of Central Govt./State Govt./Universities and Autonomous Organizations.  Exemption to SC/ST and Backward Classes may be given as per the Govt. rules.  Age will be calculated as on the last date of receipt of application.
7	Educational and other qualifications required for direct recruits	<u>Essential :</u> (As per Sixth Pay Commission) Passing of 12 <sup>th</sup> examination of any recognized school / Board  25 words per minute in Hindi Typing Speed.
8	Whether age and educational qualifications prescribed for direct recruits will apply in case of promotees	Not applicable



9	Period of Probation, if any	Two years
10	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Direct recruitment.
11	In case of recruitments by promotion/ deputation/transfer, grades from which promotion/ deputation/ transfer to be made	Not applicable
12	If a Departmental Promotion Committee/ Recruitment Committee exists, what is its composition?	Recruitment Committee for Group "C" Service.
13	Remarks	

*Am*