

Q/CAD/798/01/2023  
Ministry of External Affairs  
Cadre Cell


23-D, Janpath, 4<sup>th</sup> Floor,  
Jawaharlal Nehru Bhawan,  
New Delhi - 110 011  
Dated: January 21, 2023

**Circular**

Subject: Comments on the Draft Recruitment Rules of Deputy Secretary (Hindi).

The Ministry of External Affairs proposes to amend the Recruitment Rules for the posts of Deputy Secretary (Hindi) in the Hindi Cadre of the Ministry of External Affairs.

2. Accordingly, all stakeholders may submit their comments on the RRs latest by 16<sup>th</sup> February 2023. The comments may also be furnished via email at [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)

  
(Ajith John Joshua)  
Deputy Secretary to the Government of India  
Tele: 23085368



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Government of India  
Ministry of External Affairs

New Delhi, January 2023

**NOTIFICATION**

G.S.R.-----In exercise of the powers conferred by the provision to article 309 of the Constitution and in supersession of the Ministry of External Affairs, Deputy Secretary (Hindi) post Recruitment Rules, 2020, except as respects things done or omitted to be done before such supersession, the President hereby makes the following rules, regulating the method of recruitment to the posts of Deputy Secretary (Hindi) in the Ministry of External Affairs, namely:-

**1. (1) Short title and commencement.**- These Rules may be called the Ministry of External Affairs, Deputy Secretary (Hindi) post Recruitment Rules, 2023

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Number of posts, classification, and the Level in the Pay Matrix.**- The number of the said posts, their classification and the Level in the Pay Matrix attached thereto, shall be as specified in columns (2) to (4) of the Schedule annexed to these rules.

**3. Method of recruitment, age limit and other qualifications.**- The method of recruitment, age limit, qualifications and other matters relating to the said posts, shall be as specified in columns (5) to (13) of the said Schedule.

**4. Disqualifications.**- No person, -

- (a) who has entered into or contracted a marriage with a person having a spouse living, or
  - (b) who, having a spouse living, has entered into or contracted a marriage with any person,
- shall be eligible for appointment to any of the said posts:

Provided that the Central Government may, if satisfied that such marriage is permissible under the personal law applicable to the said person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

**5. Power to relax.**- Where the Central Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

**6. Saving.**- Nothing in these rules shall affect reservations, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, the Scheduled Tribes, Ex-Servicemen and other specified categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.



### SCHEDULE

<b>Name of the Post</b>	<b>Number of post</b>	<b>Classification</b>	<b>Level in the Pay Matrix</b>	<b>Whether Selection post or Non-Selection post</b>	<b>Age limit for direct recruits</b>
(1)	(2)	(3)	(4)	(5)	(6)
1. Deputy Secretary (Hindi)	1* (2023) *Subject to variation dependent on workload	General Central Service, Group 'A' Gazetted, Non-Ministerial	Level-12 in the pay matrix (Rs.78800 - 209200)	Not-applicable	Not-applicable

<b>Educational and other qualifications required for direct recruits</b>	<b>Whether age and educational qualifications prescribed for direct recruits will apply in the case of promotees</b>	<b>Period of probation, if any</b>	<b>Method of recruitment, whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods</b>
(7)	(8)	(9)	(10)
Not-applicable	Not-applicable	Two years (for ex-serviceman on re-employment)	By deputation including short-term contract. For Armed Forces Personnel: Deputation/Re-employment (for ex-serviceman)

<b>In case of recruitment by promotion or deputation or absorption, grades from which promotion or deputation or absorption to be made</b>	<b>If a DPC exists, what is its composition</b>	<b>Circumstances in which Union Public Service Commission is to be consulted in making recruitment</b>
(11)	(12)	(13)
Deputation including short-term contract: <u>Officers of the Central Government or State Government or Union Territories or Autonomous or Statutory</u>	<b><u>Departmental Confirmation Committee</u></b>	Consultation with the Union Public



<u>Organization or Public Sector Undertakings or University or Recognized Research Institution:-</u>	<u>(for considering confirmation) consisting of:</u>	Service Commission necessary while making appointment on re-employment basis
<p>(a) (i) holding analogous posts on regular basis in the parent cadre or department: or</p> <p>(ii) with five years' regular service in posts in the Level-11 in the Pay Matrix (Rs. 67700-208700) or equivalent; and</p> <p>(b) possessing the following qualifications and experience:</p> <p><b>Essential:</b></p> <p>(i) Master's degree from a recognised university in Hindi with English as a subject at degree level; or</p> <p>Master's degree from a recognised University in English with Hindi as a subject at degree level; or</p> <p>Master's degree from a recognised University in any subject with Hindi and English as subjects at degree level.</p> <p>(ii) Ten years' experience of terminological work in Hindi or translation work from English to Hindi or vice-versa, preferably of technical or scientific literature; or</p> <p>Ten years' experience of teaching, research, writing or journalism in Hindi.</p> <p><b>Desirable:</b></p> <p>(i) Doctorate degree in the relevant subject.</p> <p>(ii) Experience of working in Hindi Newspaper Organisation or News agency or Cultural Organisation;</p> <p>(iii) Should have studied one or more Indian languages other than Hindi at graduation level;</p> <p>(iv) Experience in dealing with establishment matters.</p> <p>(v) Sanskrit as one of the subjects at graduation level.</p>	<p>1. Joint Secretary (in charge of Administration) – Chairman</p> <p>2. Joint Secretary (in charge of Hindi Division) – Member</p> <p>3. Deputy Secretary/Director (in Administration) – Member</p>	
<p>For Armed Forces Personnel:</p> <p>Deputation/Re-employment (For ex-serviceman)</p> <p>The Armed Forces Personnel who are due to retire or to be transferred to reserve within a period of one year and having the requisite qualifications and experience prescribed for deputationists shall also be considered. Such officers will be given deputation terms up to the date on which they are due for release from the</p>		



<p>armed forces, thereafter, they may be continued on re-employment.</p> <p>Note 1: The period of deputation including period of deputation in another ex-cadre posts held immediately preceding this appointment in the same or some other organisation or department of the Central Government shall ordinarily not exceed four years.</p> <p>Note 2: The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.)</p>		
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(Ajith John Joshua)  
Deputy Secretary(Cadre)