

Q/CAD/798/01/2017  
Ministry of External Affairs  
Cadre Cell


23-D, Janpath, 4<sup>th</sup> Floor,  
Jawaharlal Nehru Bhawan,  
New Delhi - 110 011  
Dated: July 31, 2018

Circular

Subject: Comments on the Draft Recruitment Rules

The Ministry of External Affairs proposes to amend the Recruitment Rules for the posts of Interpreters Cadre of the Ministry of External Affairs.

2. Accordingly, all stakeholders may submit their comments on the RRs latest by 17<sup>th</sup> August 2018. The comments may also be furnished via email at [uscadre@mea.gov.in](mailto:uscadre@mea.gov.in)



(Manusmriti)

Under Secretary to the Government of India  
Tele: 49015368

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Government of India  
Ministry of External Affairs

New Delhi, July 2018

NOTIFICATION

G.S.R.---In exercise of the powers conferred by the proviso to article 309 of the Constitution and in supersession of the Ministry of External Affairs (Interpreters' Cadre) Recruitment Rules, 1994 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 certain Group 'A' posts of the Interpreters' Cadre of the Ministry of External Affairs, namely :-

1. Short title and commencement.- (1) These rules may be called the Ministry of External Affairs (Interpreters' Cadre) Recruitment Rules, 2018.

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

2. Number of posts, classification and Level in the Pay Matrix:- The number of the said posts, their classification and the level in the pay matrix or pay scale attached thereto, shall be as specified in columns (2) to (4) of the said Schedule.

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. Disqualification.- 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 the said posts:

Provided that the Central Government may, if satisfied that such a marriage is permissible under the personal law applicable to such 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 to do so, it may order, for reasons to be recorded in writing and in consultation with the Union Public Service Commission relax any of these provisions 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 to Ex-servicemen and other categories of persons, in accordance with the orders issued by the Central Government from time to time, in this regard.

SCHEDULE

Name of Post	No. of post	Classification	Level in Pay Matrix	Whether selection or non-selection post
(1)	(2)	(3)	(4)	(5)
1. Senior Interpreter (Selection Grade).	7* (2018) *Subject to variation dependent on work load.	General Central Service, Group 'A' Gazetted, Non-Ministerial.	Level 13 (Rs.123100-215900).	Selection.

Age limit for direct recruits	Educational & Other qualification required for direct recruits
(6)	(7)
Not applicable.	Not applicable.

Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption & percentage of the vacancies to be filled by various methods
(8)	(9)	(10)
Not applicable.	Not applicable.	50 percent by Promotion failing which by deputation(including short-term contract), and 50 percent by Deputation(including short-term contract).

In case of recruitment by promotion/deputation/transfer' grades from which promotion/deputation/ transfer to be made	If a departmental promotion committee exists what is its composition	Circumstances in which Union Public Service Commission to be consulted in making recruitment.
(11)	(12)	(13)
Promotion: Interpreters (Senior Scale) in the Level 11 of the Pay Matrix (Rs. 67700-208700) with 10 years regular service in the grade.	Group 'A' Departmental Promotion Committee (for Promotion) 1. Chairman/Member, Union Public Service Commission – Chairman.	Consultation with Union Public Service Commission necessary.

<p>Deputation(Including short-term contract):</p> <p>Officers of the Central Government or State Government or Union territories or autonomous or statutory organisation or public sector undertakings or University or recognised research institutions:</p> <p>(a) (i) Holding analogous posts on regular basis in the parent cadre or department; or  (ii) with 5 years regular service in posts in the Pay Matrix Level 12 (Rs.78800-209200) or equivalent in the parent cadre or department; or  (iii) with 10 years regular service in posts in the Pay Matrix Level 11 (Rs.67700-208700) or equivalent in the parent cadre or department; and</p> <p>(b)Possessing the following educational qualifications and experience, namely:-</p> <p>(1) (a) Master’s degree in the foreign language concerned with English/Hindi/any Indian language included in the Eighth Schedule to the Constitution as a compulsory/elective subject at degree level from a recognized university or equivalent; and</p> <p>(b) 10 years experience as a translator / interpreter in the foreign language concerned to English/Hindi/any Indian language included in the Eighth Schedule to the Constitution and vice versa or in teaching the foreign language concerned;</p> <p>Note 1: The exact requirement of the foreign language concerned shall be indicated at the time of each requirement.</p>	<p>2. Additional Secretary (Administration) - Member</p> <p>3. Joint Secretary (Administration) - Member</p> <p>4.Joint Secretary in the territorial division of the language concerned.</p>	
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<p>Note 2: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation(including short term contract). Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 3: Period of deputation(ISTC) including period of deputation(ISTC) in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed 5 years. The maximum age limit for appointment by transfer on deputation(ISTC) shall not be exceeding 56 years as on the closing date of receipt of applications.</p> <p>Note 4: Where juniors who have completed their qualifying/eligibility service are being considered from promotion, their seniors would also be, considered provided they are not short of the requisite qualifying/eligibility service by more than one year and have successfully completed their probation period, if prescribed.</p>		
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(1)	(2)	(3)	(4)	(5)
2. Interpreter (Senior Scale).	8* (2018) *subject to variation dependent on workload.	General Central Service, Non-Ministerial, Group 'A' Gazetted.	Level 11 (Rs.67700-208700).	Selection.

(6)	(7)
Not exceeding 40 years.	Essential:

<p>Note 1: Relaxable for Government servants upto 5 years in accordance with the instructions issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be closing date for receipt of applications from candidates in India. (And not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Islands or Lakshdweep).</p>	<p>I. (a) Master's degree in the foreign language concerned with English/Hindi/any Indian language included in the Eighth Schedule to the Constitution as a compulsory/elective subject at degree level from a recognized university or equivalent; and</p> <p>(b) 5 years experience as a translator /interpreter in the foreign language concerned to English/Hindi/any Indian language included in the Eighth Schedule to the Constitution and vice versa or in teaching the foreign language concerned.</p> <p>OR</p> <p>II. (a) A degree in the foreign language concerned with English/Hindi/any Indian language included in the Eighth Schedule to the Constitution as a compulsory/elective subject at degree level from a recognized university or equivalent, and</p> <p>(b) 7 years experience as a translator/interpreter in the foreign language concerned to English/Hindi/any Indian language included in the Eighth Schedule to the Constitution and Vice-versa or in teaching the foreign language concerned.</p> <p>Note 1: The exact requirement of the foreign language concerned shall be indicated at the time of each requirement.</p> <p>Note 1: The exact requirement of foreign language shall be indicated at time of each recruitment.</p> <p>Note 2: Qualifications are relaxable at discretion of the Union Public Service Commission, in case of candidates otherwise well qualified.</p> <p>Note 3: The qualifications(s) regarding Experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to schedules castes or schedule tribes if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
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(8)	(9)	(10)
No.	1 year for direct recruits.	Promotion failing which Deputation.

(11)	(12)	(13)
<p>Promotion : Junior Interpreter in Level 10 of the pay matrix with five years regular service in the grade.</p> <p>Deputation: Officers in Central Government/ State Government/UTs: (a)(i) Holding analogous posts on regular basis; OR (ii) with five years regular service in posts in the Pay Matrix Level 10 (Rs.56100-177500) or equivalent; and</p> <p>(b) Possessing the educational qualifications and experience prescribed for direct recruits under Column 7.</p> <p>Note 1: The departmental officers in the feeder category who are in the direct line of promotion shall not be eligible for consideration for appointment on deputation. Similarly, deputationists shall not be eligible for consideration for appointment by promotion.</p> <p>Note 2: Period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organisation/department of the Central Government shall ordinarily not to exceed three years. The maximum age limit</p>	<p>Group 'A' Departmental Promotion Committee (for considering Promotion) consisting of :-</p> <ol style="list-style-type: none"> <li>1. Foreign Secretary or a Secretary nominated by him from Ministry of External Affairs– Chairman.</li> <li>2. Additional Secretary (AD)-Member</li> <li>3. Joint Secretary (AD) - Member</li> <li>4. Joint Secretary(s) in the territorial division of the language(s) concerned-Member</li> </ol> <p>Group 'A' Departmental Promotion Committee (for confirmation) consisting of: -</p> <ol style="list-style-type: none"> <li>1. Additional Secretary (AD) - Chairman</li> <li>2. Joint Secretary (AD)-Member</li> <li>3. Joint Secretary in the territorial division of the language concerned-Member.</li> </ol>	<p>Consultation with Union Public Service Commission necessary while making direct recruitment.</p>

<p>for appointment by deputation shall be 'Not exceeding 56 years' as on the closing date of receipt of applications.</p> <p>Note 3: Where juniors who have completed their qualifying/eligibility service are being considered from promotion, their seniors would also be, considered provided they are not short of the requisite qualifying/eligibility service by more than half of such qualifying/eligibility service or 2 years, whichever is less and have successfully completed their probation period for promotion to the next higher grade along with their juniors who have already completed such qualifying/eligibility service.</p>		
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(1)	(2)	(3)	(4)	(5)
3. Junior Interpreter.	18* (2018) *subject to variation dependent on workload.	General Central Service, Non-Ministerial, Group 'A' Gazetted.	Level 10 (Rs.56100-177500).	Not applicable.

(6)	(7)
<p>Not exceeding 35 years</p> <p>Note 1: Relaxable for Government servants upto 5 years in accordance with the instructions issued by the Central Government.</p> <p>Note 2: The crucial date for determining the age-limit shall be closing date for receipt of applications from candidates in India. (And not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&amp;K State, Lahul &amp; Spiti district and Pangi sub-division of Chamba District of Himachal Pradesh, Andaman &amp; Nicobar Islands or Lakshdweep).</p>	<p>Essential:</p> <p>I. (a) Master's degree in the foreign language concerned with English/Hindi/any Indian language included in the Eighth Schedule to the Constitution as compulsory/elective subject at degree level from a recognized university or equivalent.</p> <p>OR</p> <p>II. (a) A degree in the foreign language concerned with English/Hindi/any Indian language included in the Eighth Schedule to the Constitution as compulsory/elective subject from a recognized university or equivalent;</p> <p>(b) 2 years' experience as a translator /interpreter in the foreign language concerned</p>



	<p>to English/Hindi/any Indian language included in the Eighth Schedule to the Constitution and vice versa or in teaching the foreign language concerned.</p> <p>OR</p> <p>(III)(a) Bachelor's degree with English /Hindi/any Indian language included in the Eight Schedule to the Constitution as compulsory/elective subject from a recognized university or equivalent; and</p> <p>(b) A diploma equivalent to interpretership standard in the foreign language concerned from a recognized university or equivalent;</p> <p>(c) 3 years' experience as a Translator/Interpreter in the foreign language concerned to English/Hindi/any Indian language included in the Eighth Schedule to the Constitution and Vice-versa or in teaching the foreign language concerned.</p> <p>Note 1: The exact requirement of the foreign language concerned shall be indicated at the time of each requirement.</p> <p>Note 2: Qualifications are relaxable at discretion of the Union Public Service Commission, in case of candidates otherwise well qualified.</p> <p>Note 3: The qualifications(s) regarding Experience is/are relaxable at the discretion of Union Public Service Commission in the case of candidates belonging to schedules castes or schedule tribes if at any stage of selection the Union Public Service Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.</p>
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(8)	(9)	(10)
Not applicable.	<p>1 year for direct recruits.</p> <p>During the period of probation, the persons appointed shall be required to acquire proficiency in Hindi equivalent to matriculation or the Pragma</p>	<p>Direct recruitment.</p> <p>Note: Vacancies caused by the incumbent being away on deputation or long illness or study leave or under other circumstances for a duration of</p>

	Examination conducted under the Hindi Teaching Scheme of the Central Govt.	one year or more may be filled on deputation basis from officers of Central Government. (a)(i) holding analogous posts on regular basis; or (ii) with 2 years regular service in posts in the Level-8 of the Pay Matrix; and (b) Possessing the qualifications and experience prescribed for direct recruits under Col. 7.
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(11)	(12)	(13)
Not applicable.	Group 'A' Departmental Promotion Committee (for confirmation) 1.Additional Secretary(AD)-Chairman 2.Joint Secretary (AD)-Member 3.Joint Secretary in the Territorial Division of the language concerned-Member.	Consultation with Union Public Service Commission necessary on each occasion.

[No. Q/CAD/798/01/2017]

AMIT KUMAR, Jt. Secy. (AD)