

# BUREAU OF INDIAN STANDARDS

(Establishment Department)

Our Ref : Estt-I/2(32)/2021

Dated : 17 May 2021

Subject : Rationalization of manpower of Hindi Cadre  
- Creation of five (05) additional posts of Junior Translator (Hindi)

## CIRCULAR

BIS is in process of rationalization of manpower of Hindi Cadre in its various offices.

2. As per the norms, one post of Junior Translator (Hindi) should be in an office having 18 ministerial employees. At present, the following five (05) offices are having more than 18 ministerial employees :

CRO (Including DLBO-I and DLBO-II)	JPBO, Jaipur	AHBO, Ahmedabad	BNBO, Bangalore	HYBO, Hyderabad
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3. Accordingly, a proposal for creation of five (05) additional posts of Junior Translator (Hindi), for the above mentioned five offices of BIS has been under consideration for submitting to the Central Govt. for approval.

4. Till the process of five (05) posts of Junior Translator (Hindi) is completed, it has been decided with the approval of the Competent Authority that in the first instance the job of Hindi Translator (Hindi) may be entrusted to the willing employees in the identified ROs/BOs after ascertaining their willingness for which they will be offered additional duty allowance (Extra Work Allowance @ 2% of basic pay per month) as per the Deptt. of Expenditure OM dated 20 May 2017.

5. The incumbents performing the work of Junior Translator (Hindi), in addition to their work/nature of duty, should be proficient in Hindi i.e. having Hindi as a subject or medium at Graduation or higher level.

6. Accordingly, the employees posted in CRO (including DLBO-I and DLBO-2), JPBO, AHBO, BNBO and HYBO, proficient in Hindi as above, may please submit their willingness to Establishment Deptt. to accept the additional job of Junior Translator (Hindi).

7. The scanned copy of the letter of willingness may please be forwarded to Establishment Deptt. through respective Head of Department by email at [estt@bis.gov.in](mailto:estt@bis.gov.in) **latest by 31<sup>st</sup> May 2021.**

8. The HODs of the concerned ROs/BOs are requested to forward the willingness of candidates to Establishment Deptt. positively by 31 May 2021, so that in case of non-availability/inadequacy of such personnel, the alternative arrangements may be made.

9. This is issued with the approval of the Competent Authority.

Sd/- (WFH)  
(N. Vittoba)  
Director (Establishment)

Circulated through BIS Intranet for information of all the concerned.