

2. Details of the Essential Education qualification, Desirable and Job Requirements etc.

A- For Post Code-A (Hindi Officer):-

Essential Educational Qualification	Desirable Qualification	Job requirements
(i) Master's degree from a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognised University in any subject other than Hindi or English, with Hindi medium and English as a compulsory or elective subject or as the medium of examination at the degree level; OR Master's degree from a recognised University in any subject other than Hindi or English, with English medium and Hindi as a compulsory or elective subject or as a medium of a examination at the degree level; OR Master's degree from a recognised University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects or either of the two as a medium of examination and the other as a compulsory or elective subject at the degree level. AND (ii). Three years' experience of using or applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central Government or State Governments or Union Territories or Autonomous Body or Statutory Organizations or Public Sector Undertakings or Universities or recognised research or educational institutions. OR Three years' experience of teaching in Hindi and English or research in Hindi or English under Central Government or State Governments or Union Territories or autonomous bodies or statutory Organizations or Public Sector Undertakings or Universities or recognized research or educational institutions.	a) Studied one of the languages other than Hindi included in the EIGHTH SCHEDULE of the constitution at 10th Level from a recognized board. b) Administrative experience. c) Experience of organizing Hindi classes or Workshops for noting drafting.	The Hindi Officer will be responsible for ensuring compliance of the Official Language Policy of the Central Government in CSIR in accordance with the Official Language Act 1963 as amended upto-date and rules & orders issued by the Central Government in this regard. Further, any other work as may be assigned by Higher Authorities from time to time.

B- For Post Code-B (MULTI-TASKING STAFF)-

A multi-tasking staff member is an employee who performs various duties across different roles, such as an Indian government's Multi-Tasking (Non-Technical) Staff (MTS) who handles a range of administrative and support tasks like filing, data entry, and maintaining office upkeep. A multi-tasking individual is versatile and can handle multiple responsibilities, which can reduce the need for additional staff.

Essential Educational Qualification	Desirable Qualification	Job requirements
Matriculation or equivalent pass OR ITI pass* *May be adopted as per special requirements of the post, if any	Intermediate (12 th class) pass	<u>Duties of Multi-Tasking Staff (MTS)</u> <u>Office Maintenance & Support</u> - Physical maintenance of office records, files, and registers. - General cleanliness and upkeep of the office premises. - Assisting in arranging furniture, equipment, or materials in the office. - Ensuring the office is opened and closed on time. <u>File & Document Handling</u> - Carrying files, papers, and documents from one section/department to another. - Assisting in the filing and record-keeping process. - Photocopying, sending FAX, scanning, and other routine clerical work. <u>Delivery & Communication</u> - Delivering Dak (official mail) within and outside the office. - Dispatching official letters, parcels, and communications as instructed. - Assisting in the reception area and attending to visitors if required. <u>Equipment & Utility Work</u> - Operating simple office machines like photocopiers or fax machines. - Assisting in maintaining office equipment. - Ensuring proper use and storage of stationery and supplies. <u>Support to Officers & Staff</u> - Serving water, tea, or refreshments during meetings or office hours. - Assisting senior officials in day-to-day office work as directed. - Helping in organizing official meetings, workshops, and conferences. <u>Any Other Duties Assigned</u> - Performing any other task assigned by superior officers that falls within the general nature of MTS duties. <u>General duties</u> - Filing, photocopying, and data entry - Maintaining and updating records and databases - Assisting with office equipment and machinery - Handling and distributing mail and documents - General housekeeping and cleanliness - Carrying files within a building - Other non-clerical work as assigned