

No.5-1/2019-Languages-1
Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division

Room No. 502-D
Shastri Bhawan, New Delhi.
Dated 24 May 2020



OFFICE MEMORANDUM

Subject: Filling up the post of Director, Central Hindi Director (CHD), New Delhi in Level 13 (Rs. 123100-215900/-) of the pay matrix.

The undersigned is directed to invite applications from eligible candidates for filling up on Deputation (including short-term contract) one vacancy of the post of Director, Central Hindi Directorate, R.K. Puram New Delhi, in Level 13 (Rs. 123100-215900/-) of the pay matrix. The Central Hindi Directorate is an attached office under the Department of Higher Education, Ministry of Human Resource Development.

2. The details of the post and eligibility conditions alongwith Performa for application are enclosed.
3. The Candidate selected for appointment will be treated on deputation/ contract as the case may be and will be governed as per extant rules of the Govt. of India. The candidate once selected will not be allowed to withdraw.
4. The vacancy may please be circulated amongst suitable persons and applications (in duplicate) in the prescribed proforma alongwith complete and up-to-date Annual Confidential Reports /APAR of suitable persons who could be spared in the event of their selection, may be sent to the undersigned within 60 days from the date of issue of advertisement for the above post in the employment News/ Rozgar Samachar.
5. While forwarding the applications, it may please be verified and certified that the particulars furnished by the candidates are correct and that no disciplinary action is pending or contemplated against the officer. The integrity of the officer may also be certified.
6. Incomplete applications and those not accompanied by ACR dossiers will not be considered.

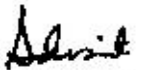
Suman Dixit
(Suman Dixit)
Deputy Secretary (Languages)
Tele; 011-2307 2112

Encl: As above.

Secretary-II Branch
60911
Date 06/07/2020

Copy to:

1. All Ministries and Department of the Government of India.
2. Director, Central Hindi Directorate, New Delhi.
3. Chief Secretaries of all the State/UTs.
4. PS to HRM/ PS to MOS (SSD)/PS to Secretary (HE)
5. Vice-Chancellors of All Central Universities
6. University Grant Commission, New Delhi for circulating to all Universities under UGC.
7. Secretary, University Grants Commission, Bahadurshah Zafar Marg, New Delhi with the request to give wide publicity to the vacancy in all Universities/ Research Bodies etc.
8. Director (OL), Official Language, M/o HRD, Shastri Bhawan for providing Hindi version of the advertisement at the earliest.
9. Ministry of Information and Broadcasting, Shasti Bhawan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
10. Director, NIC, MHRD has requested to upload the draft advertisement for the post of Director, CHD on the website of the MHRD, D/o Higher Education.
11. Director General, DAVP, Phase IV Soochna Bhawan, CGO complex, New Delhi along with English and Hindi versions of the advertisement for immediately releasing it in the Employment News, Rozgar Samachar and newspapers (shortlisted by the DAVP) all over the country. The advertisement to be published in the newspaper (as per DAVP list) all over the country would exclude the application proforma. Note-2 of the advertisement advising the candidates to get further details including application proforma, by referring to the advertisement for the above post published in the Employment News and Rozgar Samachar dated _____ June, 2020, is to be including only in the advertisements to be released in newspapers throughout the country by incorporating the date of a advertisement published in the Employment News/ Rozgar Samachar. The estimate for publishing the advertisement in (a) Employment News (b) Rozgar Samachar, and (c) newspapers as per DAVP list, may be furnished immediately to enable the MHRD make the necessary payment to the DAVP. .



(Suman Dixit)

Deputy Secretary (Languages)

Tele; 011-2307 2112

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Advertisement for the post of Director

Applications are invited from eligible candidates for filling up on Deputation basis (including short-term contract), one vacancy of the post of Director, Central Hindi Directorate, New Delhi in Level 13 (Rs. 123100-215900/-) of the pay matrix from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/ Rozgar Samachar. The application form can also be downloaded from M/o HRD's website www.education.nic.in.

- Pay Scale:** Level 13 (Rs. 123100-215900/-) of the pay matrix
- Mode of Recruitment:** Deputation (including short term contract)
- Period of Deputation:** 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 Organization or department of the Central/ Govt. shall ordinarily not exceed five years.
- Age Limit:** The maximum age limit for appointment by deputation (ISTC) shall be not exceeding 56 years as on the closing date of the receipt of applications. [The age of the applicants would be reckoned as on the closing date for receipt of applications as per advertisement for the post published in the Employment News/ Rozgar Samachar].
- Field of Selection:** Deputation (including short-term contract):
- Officer of the Central or State Government Union territories or Universities/recognised research Institutions or Public Sector Undertakings or Statutory or Autonomous organizations
- (a) (i) holding analogous post on regular basis in the parent cadre or Department;
OR
(ii) with five years' service in the grade rendered after appointment thereto on a regular basis in posts in level-12 in the pay matrix in the Parent Cadre or Department;
OR
(iii) with ten years' service in the grade rendered after appointment thereto on a regular basis in posts in level-11 in the pay matrix in the Parent Cadre or Department;
AND
(b) Possessing the following Educational Qualification and Experience:
- Essential.**
- (i) Masters degree in Hindi with Sanskrit as a subject at degree level.
OR
Masters degree in Linguistics with Hindi as a subject at Degree level;

AND

Experience:

- (i) Eight years experience in teaching or terminological lexicographical work taken together.
- (ii) Two years in Administration and Book Publication.

Desirable Qualification:

- (1) Ph.D in Hindi or Sanskrit or Linguistics.
- (2) Research work in Hindi or Sanskrit as evidenced by the published works.
- (3) One year research work.

Last Date:

Duly filled in applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach Smt. Suman Dixit, Deputy Secretary to the Govt. of India, Languages Division, Department of Higher Education, Ministry of Human Resource Development, Room No. 525, C - Wing, Shastri Bhawan, New Delhi-110001 within 60 days from the date of publication of the advertisement for the above post in the Employment News/ Rozgar Samachar.

Note-1:-

The applicants who are in Central Govt./ State Govt. Service/ Autonomous Bodies/ Union Territories or other Govt. Bodies should submit their application through proper channel along-with integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. Attested photocopies of the A. C. Rs. of the last five years may also be forwarded along-with the application.

Note-2:-

For getting further details including application proforma, candidates may refer to the advertisement for the above post published in the Employment News and Rozgar Samachar dated _____ June, 2020.

PROFORMA OF APPLICATION

PHOTO

1. Name :
2. Date of Birth :
3. Date of retirement under
Central/ State Govt. Rules :
4. Educational Qualification :
5. Whether Educational Qualification :
required for the post are satisfied.
{if any qualification has been treated
as equivalent to the one prescribed
in the rules, state the authority for
the same}

Qualification required

Qualifications possessed
by the officer

Essential: 1,2

Desirable: 1,2

6. Post held including date from :
Which held, scale of pay and pay
therein.
7. Experience in the subject field of :
selection.
8. Details of service:
 - i) Name of post & Employer :
 - ii) From-to :
 - iii) Scale of pay :
 - iv) Nature of duties performed :
 - v) Nature of appointment, i.e. :
Whether adhoc or regular

9. Whether belong to SC/ ST :
10. Remarks, if any :
11. Present postal Address. :

Signature of the Candidate

Date _____

FORWARDING NOTE BY THE EMPLOYER

- i) Certified that the information given in the above proforma is correct as per the service records of the applicant.
- ii) The applicant is clear from vigilance angle.
- iii) The integrity of the applicant is beyond doubt.
- iv) That major/minor penalty has been imposed on the applicant during the last ten (10) years.
- v) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
- vi) The applicant has enclosed with his/hir application the attested photocopies of all the required testimonials/certificates/ degrees., etc. starting with Matriculation/class-X certificates.
- vii) *Attested photocopies of the last five (5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this Application.

*Note:- If ACRs/ APARs not adopted/ not relevant the employer has to categorically certify the same in lieu of sending ACRs/ APARs.

Countersigned by the authorized signatory on behalf of the employer.

Signature of the Head of the Office
(with stamp)

Place _____

Date _____