



F. No.3-18/2017-L-1  
Government of India  
Ministry of Human Resource Development  
Department of Higher Education  
Language Division

Room No. 502-D  
Shastri Bhawan, New Delhi.  
Dated 12 March, 2020

OFFICE MEMORANDUM

Subject. Filling up the post of Director, Kendriya Hindi Sansthan (KHS), Agra in 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 – 2,18,200) P.B.-4 + G.P. - 10,000/.

The undersigned is directed to invite applications from eligible candidates for filling up on Deputation one vacancy of the post of Director, Kendriya Hindi Sansthan (KHS), Agra in 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 – 2,18,200) P.B.-4 + G.P. - 10,000/. Kendriya Hindi Sansthan, Agra is an autonomous body under the Department of Higher Education, Ministry of Human Resource Development.

1. The details of the post and eligibility conditions alongwith Proforma for application are enclosed.
2. The candidate selected for appointment will be treated on deputation 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.
3. 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 Prof. Nand Kishore Pandey, Director, Kendriya Hindi Sansthan, Ganesh Nagar, Khandari, Agra, Uttar Pradesh 282005 within 60 days from the date of issue of advertisement for the above post in the employment News/ Rozgar Samachar.
4. 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.
5. Incomplete applications and those not accompanied by certified testimonials and ACR dossiers will not be considered.

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

Encl: As above.

Forwarded to Branch  
Copy No. 53516  
Date 17/06/20

- to:
1. All Ministries and Department of the Government of India.
  2. Director, Kendriya Hindi Sansthan (KHS), Agra:
  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. Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
  9. Director, NIC, MHRD is requested to upload the draft advertisement for the post of Director, <sup>KHS</sup> on the website of the MHRD, D/o Higher Education.

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

**Government of India**  
**Ministry of Human Resource Development**  
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**Advertisement for the post of DIRECTOR, Kendriya Hindi Sansthan, Agra**

Application are invited from eligible candidates for filling up on Deputation one vacancy of the post of Director, Kendriya Hindi Sansthan, Agra an autonomous body under the Ministry of Human Resource Development Government of India in 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 – 2,18,200) from persons possessing qualifications and experience mentioned below in the prescribed proforma published in the Employment News/RozgarSamachar. The application form can also be downloaded from the M/o HRD's website [www.mhrd.gov.in](http://www.mhrd.gov.in).

**Pay Scale:** 7<sup>th</sup> CPC Level 14 (Rs. 1,44,200 – 2,18,200)  
Pre revised PB-4 Rs. 37,400-67,000/-plus Grade Pay of Rs. 10,000/-

**Mode of Recruitment:** Deputation

**Period of Deputation:** The Period of deputation shall ordinarily be three (3) years. The incumbent's tenure may be extended, utmost / two years.

**Age Limit:** The age shall not exceed 55 years. The age of the applicants would be reckoned as on the closing date for receipt of application as per the advertisement for the post published in the Employment News/RozgarSamachar.

**Field of Selection:** The candidate should be the Dean of faculty / Principal of the Post-Graduate College/Vice-chancellor of University/Head of a University Department; AND

(b) Possessing the following educational qualifications and experience:

**Qualification and Experience**

**Essential:**

- (i) A Master's degree with at least 55% marks [or an equivalent grade in a point scale wherever grading system is followed by a recognized university.
- (ii) A Ph.D. Degree in Hindi from a recognized University.
- (iii) Published works in reputed journals and published work as evidenced in authoring books.

**Experience: Academic:**

- (i) Teaching experience of at least ten (10) years at higher levels (graduation and above, in recognized college/institutes.
- (ii) Experience of imparting Research Guidance.
- (iii) Organizing and directing academic programmes related to Hindi teaching and teachers training and production of teaching materials, especially for instruction in Hindi as a second/foreign language as well as service medium.

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KHS/Advt/2020

**Experience: Administrative**

- (i) Five (5) years administrative experience as Dean of the faculty /Principal of a Post-Graduate College/Rector/PVC/Vice-Chancellor of a University/Head of a University Department.
- (ii) Familiarity with Govt. Policies, rules and procedures.
- (iii) Desirable: (1) Master's degree in Linguistics from a recognized University. (2) Practical knowledge of English language and study as a subject up to graduate level. (3) Knowledge of regional literature and cultures of India.

**Last Date:** Duly filled in applications complete in all respects and forwarded through proper channel by the concerned University/College/Department etc. should reach to Prof. Nand Kishore Pandey, Director, Kendriya Hindi Sansthan, Ganesh Nagar, Khandari, Agra, Uttar Pradesh 282005 within 60 days from the date of publication of the advertisement for the above post in the Employment News/RozgarSamachar

**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. A.C.Rs. Of the last five years may also be forwarded along with the applications.

### **PROFORMA OF APPLICATION FORM**

1. Name and Address (in Block Letters) .....
2. Date of Birth (In Christian era).....
3. Date of retirement under Central/State Government Rules.....
4. Educational Qualifications.....
5. Whether educational and other qualifications 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).

	Qualifications/Experience required	Qualifications/Experience Possessed by the office
Essential : (1) (2) (3)		
Desirable : (1) (2) (3)		

- b. Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.
7. Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature

Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of Duties (in detail)

8. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent.
9. In case the present employment is held on deputation/contract basis, please state :
  - (a) The date of initial appointment :
  - (b) Period of appointment on deputation / contract .
  - (c) Name of the parent office/organization to which you belong :
10. Additional details about present employment. Please state whether working under :  
(Indicate the name of your employer against the relevant column)  
 Central Govt                      State Govt. :                      Autonomous Organizations :  
 Government Undertakings :      Universities :  
 Other :
11. Please state whether you are working in the same Department :
12. Are you in Revised Scale of Pay ? If yes, give the date from which the revision took place and also indicate the pre-revised scale :
13. Total emoluments per month now drawn :
14. Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note : Enclose a separate sheet, if the space is insufficient)

15. Whether belongs to SC/ST :

16. Remarks (The candidates may indicate information with regard to (i) Research publication and reports and special project (ii) Awards/Scholarship/Official Appreciation, (iii) Affiliation with the professional bodies/institutions/Societies and (iv) any other information. (Note: Enclose a separate sheet if the space is insufficient).

I have carefully studied the vacancy circular / advertisement and I am well aware that at the time of selection for this post, the personal details duly confirmed by the evidence will be evaluated by the selection committee.

Applicant Signature

Address.....

Signature

.....(Employer, with stamp)

FORWARDING NOTE BY THE EMPLOYER

- i) 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 no 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 to apply for the post.
- vi) The applicant has enclosed with his/her 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 \_\_\_\_\_