

F.No 3-18/2017 L-I
Government of India
Ministry of Human Resource Development
Language Division

Spad pmt

Shastri Bhawan, New Delhi
Dt. 13.03.2020

To,

The Director,
Kendriya Hindi Sansthan, Sheela Rd,
Ganesh Nagar, Khandari,
Agra, Uttar Pradesh - 282005

16/3/20

Subject: Filling up the post of Director, Kendriya Hindi Sansthan-reg.

Sir,

With reference to above mentioned subject, an OM of even no. dt. 12th March, 2020 is enclosed herewith. You are requested to translate the English version of PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR, KHS, AGRA in Hindi and accordingly issue the the said OM to all the concerned (list enclosed in the OM). You are also requested to upload the advertisement on KHS website www.khsindia.org.

2. You are requested to expedite the process and furnish an Action Taken report at the earliest to this Ministry.

Yours faithfully

Encls. As above

Suman Dixit

(Suman Dixit)

Deputy Secretary to the Govt. of India

o/c

F. No. 318/2017-I-I
Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division

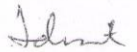
Room No. 502 D
Shastri Bhawan, New Delhi.
Dated 12 March, 2020

OFFICE MEMORANDUM

Subject: Filling up the post of Director, Kendriya Hindi Sansthan (KHS), Agra in 7th 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 7th 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.

2. The details of the post and eligibility conditions alongwith Proforma for application are enclosed.
3. 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.
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 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.
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 certified testimonials and ACR dossiers will not be considered.



(Suman Dixit)

Deputy Secretary (Languages)

Tele; 011-2307 2112

Encl; As above.

Copy 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 (III)
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, ^{KHS} on the website of the MHRD, D/o Higher Education.

S. Dixit

(Suman Dixit)

Deputy Secretary (Languages)

Tele; 011-2307 2112

Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division

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 7th CPC Level 14 (Rs. 1,44,200 - 2,18,200) from persons possessing qualifications and experience mentioned below in the prescribed proforma as published in the Employment News/ Rozgar Samachar. The application form can also be downloaded from the M/o HRD's website www.mhrd.gov.in and Kendriya Hindi Sansthan website www.khsindia.org.

Pay Scale: 7th 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/Rozgar Samachar.

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) Processing 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.

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.

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

PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR, KHS, AGRA

PHOTO

1. Name and Address (in Block letters)
2. Date of Birth
3. Date of retirement under Central/ State Govt. Rules
4. Educational Qualification
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 officer
Essential (1)		
(2)		
(3)		
Desirable (1)		
(2)		
(3)		

6. Please state clearly whether in the light of entries made by you above, you meet the requirement of the post _____
7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/ Institutions	Post held	From	To	Scale of Pay and Basic Pay	Nature Duties details)	of (in

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 Organisation

Government Undertaking

Universities

Others

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 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 thing 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 publications and reports and special projects (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 gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Address _____

Date _____

Cont/....

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 _____

भारत सरकार
मानव संसाधन विकास मंत्रालय
उच्च शिक्षा विभाग
भाषा प्रभाग

निदेशक, केंद्रीय हिंदी संस्थान, आगरा के पद हेतु विज्ञापन

केंद्रीय हिंदी संस्थान, आगरा मानव संसाधन विकास मंत्रालय, भारत सरकार के अधीन एक स्वायत्त निकाय में निदेशक के पद की एक रिक्ति को प्रतिनियुक्ति पर भरने के लिए पात्र उम्मीदवारों से एम्प्लॉयमेंट न्यूज/रोजगार समाचार में प्रकाशित निर्धारित प्रपत्र में नीचे उल्लिखित योग्यताएँ और अनुभव रखने वाले व्यक्तियों से 7वें वेतन आयोग के वेतनमान स्तर-14 : रुपये 1,44,200 - 2,18,200 (पूर्व संशोधित पे बैंड -4 (रु. 37400-67000) ग्रेड पे 10000/-) में आवेदन आमंत्रित किए जाते हैं। आवेदन पत्र मानव संसाधन विकास मंत्रालय की वेबसाइट www.mhrd.gov.in से भी डाउनलोड किए जा सकते हैं।

वेतनमान : 7वें वेतन आयोग का वेतनमान स्तर-14 : रुपये 1,44,200 - 2,18,200
पूर्व संशोधित पे बैंड-4 (रु. 37400-67000/-), ग्रेड पे रु. 10000/-

भर्ती का तरीका : प्रतिनियुक्ति

प्रतिनियुक्ति

की अवधि : प्रतिनियुक्ति की अवधि साधारणतः तीन वर्ष होगी, उम्मीदवार की अवधि अधिकतम दो वर्ष तक बढ़ाई जा सकती है।

आयु-सीमा : आयु 55 वर्ष से अधिक नहीं होनी चाहिए (आवेदक की आयु की गणना एम्प्लॉयमेंट न्यूज/रोजगार समाचार में प्रकाशित पद के लिए विज्ञापन के अनुसार आवेदन प्राप्ति की अंतिम तिथि से की जाएगी)।

चयन का क्षेत्र : उम्मीदवार संकाय का डीन/स्नातकोत्तर कॉलेज का प्रधान/ विश्वविद्यालय का वाइस चांसलर/ विश्वविद्यालय विभाग का प्रधान होना चाहिए; और

(ख) निम्नलिखित शैक्षिक योग्यताएँ और अनुभव रखता हो।

योग्यताएँ और

अनुभव : अनिवार्य

- मान्यताप्राप्त विश्वविद्यालय से कम से कम 55% अंकों सहित मास्टर डिग्री (या प्वाइंट स्केल में समकक्ष ग्रेड जहाँ ग्रेडिंग सिस्टम अपनाया गया है)।
- मान्यता प्राप्त विश्वविद्यालय से हिंदी में पी-एच.डी. डिग्री।
- ख्यातिप्राप्त शोध पत्रिकाओं (जर्नलों) में प्रकाशित कार्य एवं पुस्तकों के लेखन में प्रामाणिक तौर पर प्रकाशित कार्य।

अनुभव: शैक्षिक

- मान्यता प्राप्त कॉलेजों/संस्थानों में उच्च स्तर (स्नातक और इससे ऊपर) का कम से कम दस (10) वर्ष का शिक्षण अनुभव।
- शोध-निर्देशन करने का अनुभव।

(iii) हिंदी-शिक्षण, शिक्षक-प्रशिक्षण और शिक्षण-सामग्री निर्माण, विशेषतः द्वितीय/विदेशी भाषा के साथ-साथ रोचक माध्यम के रूप में हिंदी में अनुदेशन से संबंधित शैक्षणिक कार्यक्रमों का आयोजन और निर्देशन।

अनुभव: प्रशासनिक

- (i) संकाय के अधिष्ठाता (डीन)/ स्नातकोत्तर महाविद्यालय के प्राचार्य/ विश्वविद्यालय के कुलदेशिक/ सम कुलपति/ कुलपति/ विश्वविद्यालय के विभागाध्यक्ष के रूप में पाँच (5) वर्ष का प्रशासनिक अनुभव।
- (ii) सरकारी नीतियों, नियमों और प्रक्रियाओं की जानकारी।

वांछनीय:

- (i) मान्यता प्राप्त विश्वविद्यालय से भाषाविज्ञान में स्नातकोत्तर उपाधि।
- (ii) अंग्रेजी भाषा का व्यावहारिक ज्ञान और स्नातक स्तर तक एक विषय के रूप में अध्ययन।
- (iii) भारत के क्षेत्रीय साहित्यों और संस्कृतियों का ज्ञान।

अंतिम तिथि:

सभी दृष्टि से पूर्णरूपेण भरे हुए आवेदन, जो संबद्ध विश्वविद्यालय/कॉलेज/विभाग द्वारा उचित माध्यम द्वारा अग्रेषित किए हों, प्रो. नन्द किशोर पाण्डेय, निदेशक, केंद्रीय हिंदी संस्थान, गणेश नगर, खंदारी, आगरा, उत्तर प्रदेश-282005 के पास उक्त पद के लिए एम्प्लॉयमेंट न्यूज/रोजगार समाचार में विज्ञापन के प्रकाशन की तिथि से 60 दिनों के भीतर पहुँच जाने चाहिए।

नोट-1 : जो आवेदक केंद्र सरकार/राज्य सरकार सेवा/स्वायत्त निकायों/संघ शासित क्षेत्रों या अन्य सरकारी निकायों में हैं, उन्हें अपने आवेदन उचित माध्यम द्वारा सत्यनिष्ठा प्रमाणपत्र और इस आशय का प्रमाणपत्र के साथ जमा करने चाहिए कि आवेदक अधिकारी के विरुद्ध कोई अनुशासनिक मामला लंबित या विचारणीय नहीं है। आवेदन के साथ पिछले पाँच वर्षों की प्रशासनिक गोपनीय आख्याएँ (एसीआर) भी अग्रेषित की जानी चाहिए।