

F.No.3-26/2010-Languages-I
Government of India
Ministry of Human Resource Development
Department of Higher Education
Language Division

Shastri Bhawan New Delhi

Dated: 14.9.2010

OFFICE MEMORANDUM

Subject: Filling up the post of Director, Kendriya Hindi Sansthan, Agra in Pay Band PB-4 Rs.37,400 -67,000+ Grade Pay 10,000/- - Regarding -

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, Agra, an autonomous body under the Ministry of Human Resource Development, Government of India in Pay Band PB-4 (Rs.37,400 -67,000) with Grade Pay 10,000/-.

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 and will be governed as per extant rules of the Kendriya Hindi Shikshan Mandal, Agra. 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 along with 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 certified testimonials and ACR dossiers will not be considered.

(R.P. Sisodia)
Director (Languages)
Tele: 011-23384245
Fax No.011-23384669

Encl: As above

Contd./....

To

1. All Ministries and Department of the Government of India
2. Director, Kendriya Hindi Sansthan, Agra.
3. Chief Secretaries of all States/UTs
4. PS to HRM/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. Ministry of Information and Broadcasting, Shastri Bhavan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
8. Assistant Director(OL), OL Unit, M/o HRD, Shastri Bhawan, for providing Hindi version of the advertisement at the earliest.
9. 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 newspapers (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 _____ September, 2010, is to be included **only in the advertisement to be released in newspapers throughout the country** by incorporating the date of 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 get the necessary payment made by KHS, Agra.

(R.P. Sisodia)
Director (Languages)
Tele: 011-23384245
Fax No.011-23384669

Government of India
Ministry of Human Resource Development
Department of Higher Education
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Advertisement for the post of DIRECTOR, KHS, Agra

Applications 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 Pay Band PB-4 (Rs.37,400 -67,000) with Grade Pay 10,000/- 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 the M/o HRD's website www.education.nic.in and from the Kendriya Hindi Sansthan's website www.hindi.nic.in

Pay Scale: Pay Band PB-4 Rs.37,400-67,000/- plus Grade Pay of Rs.10,000/-.

Mode of Deputation

Recruitment:

Period of The period of deputation shall ordinarily not to exceed three (3)
Deputation years. The incumbent's tenure may be extended, but it will not be extended by more than two years.

Age limit: The maximum age limit for appointment by deputation shall be not exceeding 55 years. Retirement age is 60 years. [The age of the applicants would be reckoned as on the closing date for receipt of applications as per the advertisement for the post published in the Employment News/Rozgar Samachar.

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

(b) Possessing the following educational qualifications and experience:

Qualifications and Experience

Essential:

(1)A Master's degree with at least **55%** marks [or an equivalent grade in a point scale wherever grading system is followed] by a recognised University.

(2)A Ph.D Degree in **Hindi** from a recognised University.

(3)Published works in reputed journals and published works as evidenced in authoring books.

Experience: Academic

(1)Teaching experience of at least ten(10) years at higher levels (graduation and above) in recognised College/institutes.

(2)Experience of imparting Research guidance.

(3)Organising and directing academic programmes related to Hindi teaching and teachers training and production of teaching material especially for instruction in Hindi as a second/foreign language as well as service medium.

Experience: Administrative

(1)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.

(2)Familiarity with Govt. policies, rules and procedures.

Desirable:

(1)Master's degree in Linguistics from a recognised University.(2)Practical knowledge of English language and study as a subject up to graduate level.(3)Knowledge of regional literatures 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 **Shri R.P. Sisodia, Director (Languages), Department of Higher Education, Ministry of Human Resource Development, Room No.210, C Wing, Shastri Bhawan, New Delhi - 110115** within **60 days** from the date of publication of the advertisement for the above post in the Employment News/Rozgar Samachar.

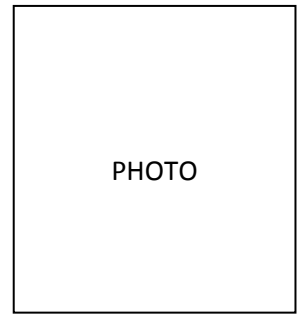
Note-1:-

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 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 _____ September, 2010.

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



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 as 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/ 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 Organization :

 - 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 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 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 _____

FORWARDING NOTE BY THE EMPLOYER

It is certified that:

- 1) Information given in the above proforma is correct as per the service records of the applicant.
- 2) The applicant is clear from vigilance angle.

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- 3) The integrity of the applicant is beyond doubt.
- 4) That no major/minor penalty has been imposed on the applicant during the last ten (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
- 6) The applicant has enclosed with his application the attested photocopies of all the required testimonials/certificates/degrees, etc. starting with Matriculation/Class-X certificate.
- 7) Attested copies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer

(Seal of the authorized signatory)

Place: _____

Date:_____

F.No.3-12/2009-Languages-I/Vol.II

Government of India
Ministry of Human Resource Development
Department of Higher Education
(Languages Division)

Shastri Bhawan, New Delhi

Dated: 15.12.2009

To

Director
Central Institute of Hindi
Hindi Sansthan Marg
Agra
Uttar Pradesh – 282 005

Subject: Recruitment to the post of Director, Kendriya Hindi Sansthan, Agra –
Advertisement of - Regarding –

Sir,

In continuation of the letter of even number dated 3.12.2009 sent in response to your letter No.NPS-23/2009-2010/1894 dated 14.9.2009 on the subject mentioned above, I am directed to forward copies of the following:-

- a) Application form referred to in the advertisement for the post of Director, Kendriya Hindi Sansthan, Agra.
 - b) A slightly modified advertisement (English Version) specifying that the age of the candidate would be determined as on the closing date of the advertisement published in the Employment News/Rozgar Samachar. Further, the last date for receipt of applications would be 60 days from the date on which the advertisement is published in the Employment News/Rozgar Samachar.
2. In this connection, Director, KHS, Agra, may please take the following action:-
- a) Translate the aforesaid revised English version of advertisement into Hindi version and send both the versions along with application proforma to the Employment News/Rozgar Samachar for publication.
 - b) For reducing the cost of the advertisement, the detailed application proforma enclosed with this letter would be published only in the Employment News/Rozgar Samachar and would also be available in the website of Kendriya Hindi Sansthan viz. www.hindi.nic.in. As such, the advertisement to be published by DAVP as per DAVP list in newspapers throughout the country would not carry the application form. The last line of the advertisement published by the DAVP in the newspapers would state that,

"For getting further details including application proforma, candidates may please refer to the Employment News/Rozgar Samachar for the week _____".

- c) The advertisement may be sent to the DAVP only after ascertaining the date/week of advertisement from the Employment News so that the date can be incorporated in the last line of the advertisement referred to in (b) above before it is sent to the DAVP for publication in the newspapers.

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3. Action taken in the matter may please be intimated to the Ministry by 21.12.2009.
Yours faithfully,

(R.P.Sisodia)

Director(Languages)

Phone: 011-23384245

Encl: As above.