

# KENDRIYA HINDI SANSTHAN

(Ministry of Human Resource Development, Government of India)  
Hindi Sansthan Marg, Agra-282005

## **Advertisement for the post of DIRECTOR**

Applications are invited for the post of Director, Kendriya Hindi Sansthan, Agra, an autonomous body under the Ministry of Human Resource Development, Government of India 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 Kendriya Hindi Sansthan website [www.hindi.nic.in](http://www.hindi.nic.in)

**Pay Scale:** Revised Pay Band PB-4 Rs. 37400 67000+ Grade Pay 10000  
Rs. 18,400-500-22,400 (Pre-revised)

### **Qualifications & Experience:-**

**Essential:** (1) 1<sup>st</sup> class Master degree in Hindi from a recognized university. (2) Ph.D in Hindi from a recognized university. (3) Published papers in reputed journals and published works as evidenced in authoring books.

**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 literatures and cultures of India. (4) Knowledge of another foreign language or work done in the same

### **Academic Experience:**

(1) Teaching experience of at least 15 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 specially for instruction in Hindi as a second/foreign language as well as service medium. (4) Use of innovative pedagogic techniques for teaching of Hindi at all levels.

### **Administrative Experience:**

(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) Sound administrative acumen, leadership qualities with vision and foresight. (3) Familiarity with Govt. policies, rules and procedures.

### **Method of Recruitment:**

By Deputation. The candidate should be the Dean of faculty /Principal of a Post-Graduate College/ Vice-Chancellor of University/ Head of a University Department.

**Contd...**

**Age limit and Tenure:**

Not more than 55 years. The initial appointment is for three years. Tenure may be extended, but it will not be extended by more than two years. Retirement age is 60 years.(The age of the applicants would be reckoned as on the closing date for receipt of applications for the post as per the advertisement published in the Employment News/Rozgar Samachar).

**Last Date:**

Duly filled up applications complete in all respects and forwarded through Proper Channel by the concerned University/College should reach Shri R. P. Sisodia, Director (Languages), Department of Higher Education, M/o Human Resource Development, Room No.210 - C Wing, Shastri Bhawan, New Delhi - 110001 within **60 days** from the date of publication of the advertisement in the Employment News/Rozgar Samachar (9-15, January, 2010).

**Note-1:-**

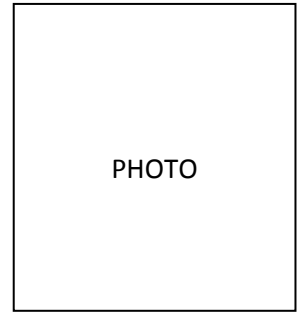
The applicants who are in Central Govt./ State Govt. Service / Autonomous Bodies / Union Territories or other Govt. Bodies should submit their application through proper Channel alongwith Integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. A.C.Rs. of the last 5 years may also be forwarded alongwith the application.

**Note-2:**

The advertisement for the post of Director, Kendriya Hindi Sansthan, Agra, earlier issued in July, 2008, may please be treated as cancelled keeping in view that the Recruitment Rules for this post have been framed and incorporated in the Memorandum of Association, Rules and Byelaws of the Kendriya Hindi Shikshan Mandal, Agra, in September, 2009. As such, candidates who had applied for this post against the advertisement of July, 2008, would need to apply afresh keeping in view the educational qualifications, experience, etc., as given in the present advertisement.

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**PROFORMA OF APPLICATION**



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 \_\_\_\_\_

Countersigned

\_\_\_\_\_

\_\_\_\_\_  
(Employer with Seal)

## आवेदन पत्र का प्रारूप

1. नाम एवं पता (अंग्रेजी के बड़े अक्षरों में) .....

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2. जन्म तिथि (ईसवी सन् में) .....

3. केंद्र अथवा राज्य सरकार के नियमानुसार सेवा निवृत्ति की तिथि

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4. शैक्षणिक अर्हताएँ

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5. क्या आवेदक पद के लिए निर्धारित शैक्षणिक एवं अन्य अर्हताएँ पूरी करता है (यदि कोई ऐसी अर्हता जो नियम में उल्लिखित अर्हता के समकक्ष हो, के लिए समकक्ष मान्यता प्रदान करने वाले प्राधिकार का उल्लेख करे)

	अपेक्षित अर्हताएँ एवं अनुभव	अधिकारी की अर्हताएँ एवं अनुभव
आवश्यक (1)		
(2)		
(3)		
वांछनीय (1)		
(2)		
(3)		

6. कृपया स्पष्ट उल्लेख करें कि आपको द्वारा प्रस्तुत प्रविष्टियों के आलोक में आप.....पद के लिए अपेक्षित योग्यताएँ पूरी करते हैं अथवा नहीं।

7. आरंभ से अब तक अपने नियोजन/अपनी नियुक्तियों का कालक्रमानुसार विवरण दें। विवरण के लिए स्वतः प्रमाणित पत्रक (शीट) अलग से संलग्न करें।

कार्यालय/संस्था	पद का नाम	से	तक	वेतनमान एवं मूल वेतन	कार्य-प्रकृति (विस्तारपूर्वक)

8. वर्तमान नियुक्ति की प्रकृति यथा—तदर्थ, अस्थाई अथवा स्थाईवत् (अर्द्धस्थाई) या स्थाई
9. वर्तमान नियुक्ति प्रतिनियुक्ति अथवा अनुबंध के आधार पर होने की दशा में उल्लेख करें।
  - (अ) प्रथम नियुक्ति की तिथि
  - (ब) प्रतिनियुक्ति अथवा अनुबंध पर नियुक्ति की अवधि
  - (स) पैतृक कार्यालय अथवा संस्था से संबद्ध हैं, उसका नाम
10. वर्तमान नियुक्ति के संबंध में अतिरिक्त सूचना :
 

निम्नलिखित में से किसके अधीन आप कार्यरत हैं  
(संबंधित कॉलम के समक्ष अपने नियोक्ता का उल्लेख करें)

केंद्र सरकार	:
राज्य सरकार	:
स्वायत्त शासी संगठन	:
सरकारी उपक्रम	:
विश्वविद्यालय	:
अन्य	:
11. यदि आप इसी विभाग में कार्यरत हैं तो उल्लेख करें।
12. क्या आप संशोधित वेतनमान में सम्मिलित हैं ? यदि हाँ तो संशोधित वेतनमान मिलने की तिथि का उल्लेख करें और पूर्व संशोधित वेतनमान का भी उल्लेख करें।
13. वर्तमान में प्रतिमाह प्राप्त होने वाली कुल परिलब्धियाँ
14. अतिरिक्त सूचना यदि कोई हो, जिसे इस पद के लिए अपनी उपयुक्तता के संदर्भ में आप उल्लेख करना चाहते हैं।  
(ये सूचनाएँ अग्रलिखित के संदर्भ में दी जा सकती हैं —
  - (i) अतिरिक्त शैक्षणिक अर्हताएँ, (ii) दक्षतापरक प्रशिक्षण एवं
  - (iii) कार्य अनुभव यदि रिक्ति परिपत्र अथवा विज्ञापन में उल्लिखित सीमा से अधिक हो।) (टिप्पणी : स्थान पर्याप्त न होने पर अलग से पत्रक (शीट) संलग्न करें)
15. क्या आप अनुसूचित जाति अथवा जनजाति से संबंधित हैं
16. टिप्पणी (अभ्यर्थी द्वारा अग्रलिखित के संदर्भ में सूचनाएँ दी जा सकती हैं—(i) शोध प्रकाशन, रिपोर्ट्स एवं विशिष्ट परियोजनाएँ, (ii) [पुरस्कार/अध्येतावृत्ति/कार्यालयी](#) प्रशंसात्मक टिप्पणी,

- (iii) व्यावसायिक निकाय/संस्था/सभा से संबद्धता,  
(iv) अन्य सूचना (टिप्पणी : स्थान पर्याप्त न होने पर अलग से पत्रक (शीट) संलग्न करें।

मैंने रिक्ति [परिपत्र/विज्ञापन](#) का ध्यानपूर्वक अध्ययन कर लिया है और मैं यह भलीभाँति जानता हूँ कि इस पद के लिए चयन के समय मेरे द्वारा विधिवत् रूप से प्रमाणों से पुष्ट व्यक्तिगत विवरण का चयन समिति द्वारा भी मूल्यांकन किया जाएगा।

दिनांक :

अभ्यर्थी का हस्ताक्षर

पता

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प्रतिहस्ताक्षर

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(नियोक्ता, मुहर सहित)