

भारत सरकार  
केंद्रीय हिंदी निदेशालय  
शिक्षा मंत्रालय  
उच्चतर शिक्षा विभाग

पश्चिमी खण्ड-7, रामकृष्ण पुरम  
नई दिल्ली-110 066  
दिनांक :- १६/१२/2021

**रिक्ति परिपत्र**

केंद्रीय हिंदी निदेशालय, शिक्षा मंत्रालय, उच्चतर शिक्षा विभाग में 1 वर्ष की अवधि के लिए अल्पकालीन आधार पर प्रतिनियुक्ति के आधार पर सहायक निदेशक (भाषा) के 12 पदों को भरने के लिए योग्य कर्मचारियों द्वारा (अनुलग्नक- I एवं II के अनुसार) निर्धारित प्रोफार्मा में निम्नलिखित विवरण के अनुसार आवेदन आमंत्रित किए जाते हैं।

1.	पद का नाम एवं वेतन लेवल	<b>सहायक निदेशक (भाषा)</b> वेतन संचना का लेवल-10
2.	प्रतिनियुक्ति की अवधि	केंद्रीय सरकार के इसी या किसी अन्य संगठन/विभाग में प्रतिनियुक्ति की अवधि इस नियुक्ति से तुरंत पूर्व किसी अन्य संवर्ग बाह्य पद प्रतिनियुक्ति की अवधि सहित, साधारणतः 3 वर्ष से अधिक नहीं होगी।
3.	आयु सीमा	प्रतिनियुक्ति ( अल्पकालिक संविदा सहित) पर स्थानान्तरण द्वारा नियुक्ति की अधिकतम आयु सीमा आवेदन प्राप्त होने की अंतिम तारीख को 56 वर्ष से अधिक नहीं होनी चाहिए
4.	योग्यता मापदंड	प्रतिनियुक्ति ( अल्पावधि अनुबंध सहित ) केंद्र सरकार या राज्य सरकार या कानूनी संगठनों या पब्लिक सेक्टर के उपक्रमों या विश्वविद्यालय/मान्यता प्राप्त अनुसंधान संस्थाओं के अधिकारी जो, (क) (I)मूल विभाग/ विभाग में नियमित आधार पर सदृश पद धारण करते हो अथवा (II)मूल विभाग/विभाग में नियुक्ति के बाद वेतन मैट्रिक्स से स्तर-9 रु. 53100-167800 अथवा वेतन मैट्रिक्स में स्तर-8 रु. 47600-151100 या समतुल्य से 2 वर्ष की नियमित सेवा पूरी कर लेते हैं। अथवा (III)मूल विभाग/ विभाग में नियुक्ति के बाद वेतन मैट्रिक्स में स्तर-7 रु. 44900-142400 या समतुल्य में 3 वर्ष की नियमित सेवा पूरी कर लेते हैं तथा (ख) जिनके पास निम्नलिखित अर्हताएं और अनुभव हैं:

		<p>आवश्यक :</p> <p>i. किसी मान्यताप्राप्त विश्वविद्यालय या समतुल्य से हिंदी अथवा संस्कृत से मास्टर डिग्री अथवा डिग्री स्तर पर एक विषय के रूप में हिंदी साहित्य सहित भाषाविज्ञान में मास्टर डिग्री।</p> <p>ii. डिग्री स्तर पर अध्ययन के एक विषय के रूप में अंग्रेजी</p> <p>iii. डिग्री/डिप्लोमा कक्षाओं का अध्यापन या शब्दावली कार्यों का अथवा पुस्तकों के तकनीकी लेख लिखने का या अनुवाद का या दोनों का 3 वर्ष का अनुभव।</p> <p>वांछनीय:</p> <p>(I) सरकारी संस्थान से हिंदी के प्रयोग को शामिल करते हुए कोश कार्य का अनुभव।</p> <p>(II) कक्षा 10 या किसी अन्य उच्च स्तर पर हिंदी से भिन्न एक भारतीय भाषा का अध्ययन तथा अंग्रेजी से भिन्न एक विदेशी भाषा का अध्ययन ।</p> <p>टिप्पण 1 : पोषक प्रवर्ग के ऐसे विभागीय अधिकारी, जो प्रोन्नति की सीधी पंक्ति में हैं, प्रतिनियुक्ति पर नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे। उसी प्रकार प्रतिनियुक्त व्यक्ति प्रोन्नति द्वारा नियुक्ति के लिए विचार किए जाने के पात्र नहीं होंगे।</p>
5.	योग्यता	लागू नहीं
6.	आवेदन कैसे करें	<p>योग्य एवं इच्छुक अधिकारियों के पूर्ण रूप से भरे हुए आवेदन और जिन्हे चयन के उपरांत तुरंत कार्यमुक्त किया जा सके उनका आवेदन उचित माध्यम से निदेशक, केंद्रीय हिंदी निदेशालय, पश्चिमी खण्ड- 7, आर.के.पुरम् , नई दिल्ली-110 066 को रोजगार समाचार पत्र में सूचना प्रकाशित होने के 60 दिनों के अंदर निम्न सहित भेजा जाना चाहिए:</p> <p>क) विगत 5 वर्षों के पूर्ण भरे हुए ए.पी.ए.आर. की प्रति जिसका प्रत्येक पृष्ठ सक्षम अधिकारी द्वारा साक्ष्यांकित किया गया हो।</p> <p>ख) संवर्ग अनापत्ति प्रमाण-पत्र</p> <p>ग) सर्तकता अनापत्ति प्रमाण-पत्र</p> <p>घ) यदि कोई बड़ी/लघु दण्डात्मक कार्रवाई विवरण के संबंध में सक्षम अधिकारी द्वारा प्रमाण-पत्र</p>
7.	वेतन एवं भत्ते	कार्मिक एवं प्रशिक्षण विभाग द्वारा समय समय पर जारी भारत सरकार निर्देशों के अनुसार चयनित अधिकारी का वेतन निर्धारण किया जाएगा।

आवेदन योग्य एवं इच्छुक अधिकारियों द्वारा निदेशक केंद्रीय हिंदी निदेशालय, पश्चिमी खण्ड-  
7, आर.के.पुरम्, नई दिल्ली-110 066 को रोजगार समाचार पत्र में सूचना प्रकाशित होने के 60 दिनों के अंदर भेजे जाने चाहिए।



( रीता देव )

प्रशासनिक अधिकारी

सेवा में:

1. भारत सरकार के सभी मंत्रालय/विभाग- अपने सभी अधीनस्थ कार्यालयों सहित अपने स्रोत के आधार पर रिक्ति की सूचना को परिचालित कराने का अनुरोध किया जाता है।
2. ई-गवर्नेंस यूनिट ( कृपया निदेशालय की वेबसाइट पर परिपत्र को अपलोड करें)

**BIO-DATA/CURRICULUM VITAE PROFORMA**

1. Name and Address (In Block letters)	
2. Date of Birth (in Christian era)	
3. i) Date of entry into service	
ii) Date of retirement under Central/State Government	
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)	
<b>Qualifications/Experience required as mentioned in the advertisement /vacancy circular</b>	<b>Qualifications/experience possessed by the officer</b>
<b>Essential</b>	<b>Essential</b>
A) Qualification	A) Qualification
B) Experience	C) Experience
<b>Desirable</b>	<b>Desirable</b>
A) Qualification	A) Qualification
B) Experience	C) Experience
<p><b>5.1 Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the <b>RRs by the Administrative Ministry/Department/Office</b> at the time of issue of Circular and issue of Advertisement in the Employment News.</p> <p><b>5.2</b> In case of Degree and Post Graduate Qualifications Elective/main subjects and subsidiary subjects may be indicated <b>by the candidate.</b></p>	
6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post	
<p><b>6.1 Note :</b> Borrowing Departments are to provide their specific comments/views confirming the relevant Essential Qualification/Work experience possessed by the Candidate (as indicated in the Bio-Data) with reference to the post applied.</p>	



7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/Institution	Post held on regular basis	From	To	Pay Matrix Pay Level/Pay Scale of the post held on regular basis	Nature of Duties (In detail) highlighting experience required for the post applied for

**\*Important :** Pay Matrix pay level/pay scale granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only pay Matrix pay level/pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Bank and Grade Pay where such benefits have been drawn by the Candidate , may be indicated as below :

Office/Institution	Pay in Pay Matrix/scale drawn under ACP/MACP Scheme	From	To

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 the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organization
<p><b>9.1. Note :</b> In case of Officials already on deputation, the applications of such officials should be forwarded by the parent cadre/Department along with Cadre clearance, Vigilance Clearance and Integrity certificate.</p> <p><b>9.2. Note :</b> Information under Column 9(c) &amp; (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/organization but still maintain a lien in his cadre/organization.</p>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.		
<b>11. Additional details about present employment:</b>  Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.		
13. 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.		
14. Total emoluments per month now drawn		
Pay Matrix Level	Basic pay in Pay Matrix Level	Total Emoluments
15. In case the applicant belongs to an Organization which is not following the Central Government Pay-scales, the latest salary slip issued by the Organization showing the following details may be enclosed.		
Basic pay with Scale of Pay and rate of increment	Dearness Pay/Interim relief/other Allowances etc., (with break-up details)	Total Emoluments
<b>16.A Additional Information</b> , if any, relevant to the post you applied for 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)  <b>(Note : Enclose a separate sheet, if the space is insufficient)</b>		

<p><b>16.B Achievements :</b> The candidates are requested to indicate information with regard to;</p> <p>(i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies/Institutions/societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/innovative measure involving official recognition (vi) Any other information.</p> <p><b>(Note: Enclose a separate sheet if the space is insufficient</b></p>	
<p>17. Please state whether you are applying for deputation (ISTC)/Absorption/Re-employment Basis# (Officers under Central/State Government are only eligible for "Absorption". Candidates of non-Government Organization are eligible only for short Term Contract)</p>	
<p># (The option of 'STC'/Absorption/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").</p>	
<p>18. Whether belongs to SC/ST</p>	

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date \_\_\_\_\_

**Certification by the Employer/Cadre Controlling authority**

1. The information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.
2. Also certified that :
  - i) There is no vigilance or disciplinary case pending/contemplated against Shri/Smt. \_\_\_\_\_
  - ii) His/Her integrity is certified.
  - iii) His/her CR Dossier in original is enclosed/photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
  - iv) No major/minor penalty has been imposed on him/her during the last 10 years Or a list of major/minor penalties imposed on him/her during the last 10 years is enclosed. (as the case may be)

**Countersigned**

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**(Employer/Cadre Controlling Authority with Seal)**



**Points to be noted by the Borrowing/parent Department/Office to be highlighted in DOP&T circular for compliance by the Ministries Departments**

1. Vigilance Clearance will not normally be granted for a period of 3 years after the currency of punishment, if a minor penalty has been imposed on an officer. In case of imposition of a major penalty, Vigilance Clearance will not normally be granted for a period of 5 years after the currency of punishment in terms of DOP&T O.M. No. 11012/11/2007-Estt.(A) dated 14.12.2007.
2. While forwarding application format in respect of officers who are about to complete their 'cooling-off' period shortly the instructions of DOP&T as contained in O.,No. 2/1/2012-Estt.(Pay.II) dated 04.01.2013 may be strictly adhered to.
3. A copy of the Application format may be provided by the Borrowing Department in their website in a downloadable form as Word Document along with the advertisement.
4. In the case of a vacancy already existing at the time of issue of communication inviting nominations/publication in the Employment News, the eligibility may be determined with reference to the last date prescribed for receipt of nominations in the concerned administrative Ministry/Department. In the case of an anticipated vacancy, the crucial date for determining eligibility should be the date on which the vacancy is expected to arise.
5. It shall be prominently mentioned in the vacancy circular/advertisement that the applications/CV not accompanied by supporting certificates/documents in support of Qualification and Experience claimed by the candidates would not be processed for determining the eligibility of the candidates for the selection.
6. Crucial date for determining the eligibility of the applicants will be counted after excluding the first date of publication of the vacancy/post in the Employment News i.e., for the vacancy published in the Employment News of 18-24 June, 2018, the crucial date will be counted from the 19<sup>th</sup> June., 2018 (excluding the first date of publication).
7. To facilitate determination of eligibility of the applicants working in Public Sector Undertakings/ Autonomous organizations not following the Central Government Scales, their equivalent scales of pay/posts may be confirmed by the borrowing Department. Where necessary, details in this regard may also be ascertained from the lending Department