



केंद्रीय हिंदी संस्थान,
शिक्षा मंत्रालय,
भारत सरकार,
हिंदी संस्थान मार्ग,
आगरा-282002

Kendriya Hindi Sansthan,
Ministry of Education
Govt. of India
Hindi Sansthan Marg,
Agra-282005

Advertisement No. 01/2026

Dated 08.03.2026

RECRUITMENT ON VARIOUS NON-TEACHING POSTS ON DEPUTATION BASIS FOR KENDRIYA HINDI SANSTHAN, AGRA

The Kendriya Hindi Sansthan (KHS), Agra is an academic institution run by the **Kendriya Hindi Shikshan Mandal**, which was established in 1960 by the Department of Higher Education under the Ministry of Education, Government of India. The Institute primarily implements programs and action plans for the nationwide teaching and training of Hindi, research and the international promotion and propagation of the Hindi language. The Kendriya Hindi Sansthan, Agra invites online applications from Indian nationals to the following **Non-Teaching Posts on deputation basis**: -

Sl. No.	Name of the post	Pay level (As per 7 th CPC)	Number of Vacancies on Deputation	Category	Age Limit (as on last date of receipt of application)
1.	Registrar	Level-12 (78800-209200)	01	Un-reserved*	Not exceeding 56 years
2.	Deputy Registrar	Level-09 (53100-167800)	01		Not exceeding 56 years
3.	Accounts Officer	Level-07 (44900-142400)	01		Not exceeding 56 years
4.	Personal Secretary	Level-07 (44900-142400)	01		Not exceeding 56 years

* " All above posts are as per the reservation rosters and belongs to single cadre."

Schedule of submission of online application, followed by submission of Hard copy, is as under: -

- Starting date of Online Registration/Submission of application: 08 March, 2026 (Sunday).
- Last date of Online Registration/Submission of application: 07 April, 2026 (Tuesday) by 11.30 p.m. (IST) [after which the link will be disabled]
- Last date of receipt of hard copies – After submission of the online application, the candidate shall forward a duly signed hard copy of the application, along with self-attested copies of all supporting documents to "**The Registrar, Kendriya Hindi Sansthan, Hindi Sansthan Marg, Agra-282005 (U.P.)**" through registered post within the **15 days from the last date** of the online application i.e. **22 April, 2026 (Wednesday)**.
- Applicants must complete both the online application and the physical submission of a hard copy by the deadline. Failure to fulfill this **dual requirement** may result in rejection without further notice. Candidates must upload high-quality scanned copies of all essential documents with their online application, followed by the submission of a physical hard copy.

QUALIFICATIONS & ELIGIBILITY:

1. Qualifications and other eligibility criteria for the above-mentioned posts are under: -

<p>➤ REGISTRAR</p> <p>Level-12 (78800-209200)</p>	<p>By Deputation: -</p> <p>Officer of the Central or State Government, Union Territories/Recognized Research Institutes, Universities/Autonomous Bodies/Attached/Subordinate Office, Semi-Govt. or Public Sector Undertakings.</p> <ul style="list-style-type: none">(i) Holding analogous post on regular basis in the parent cadre or Department; OR(ii) With five years on a regular basis in posts in level-11 in the pay matrix in the Parent Cadre or Department; OR(iii) With ten years on a regular basis in posts in level-10 in the pay matrix in the Parent Cadre or Department. <p>Essential:</p> <ul style="list-style-type: none">(i) Master's Degree of a recognized University/Institute. Sound knowledge and competence in administrative/financial/budgetary rules and procedures.(ii) Knowledge of English. <p>Desirable:</p> <ul style="list-style-type: none">(i) Experience in Educational Planning.(ii) Master's Degree in Hindi. <p>Note:</p> <ul style="list-style-type: none">(i) The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization/department of the Central Government shall ordinarily not exceed three years.(ii) The Maximum age limit for appointment by deputation shall be "Not exceeding 56 years" as on the last date of receipt of application.
<p>➤ Deputy Registrar</p> <p>Level-09 (53100-167800)</p>	<p>By Deputation: -</p> <p>Officer under the Central/Universities/Recognized Research Institutes/Public Undertakings/Statutory, Semi-Govt. or Autonomous Organizations.</p> <ul style="list-style-type: none">(i) Holding analogous post on regular basis; OR(ii) With three years on a regular basis in posts in level-07 or equivalent; and <p>Essential:</p> <ul style="list-style-type: none">(i) Master's Degree of a recognized University.(ii) Hindi at least upto the Bachelor's level for those who do not possess a Master's Degree in Hindi.(iii) Good knowledge of English.(iv) At least 03 years of experience of Administrative/Supervisory work.

<p>➤ Accounts Officer</p> <p>Level-07 (44900-142400)</p>	<p>By Deputation (ISTC): - Officer under the Central/State Govt./Semi-Govt./Autonomous Bodies/PSU/ Attached/Subordinate Office/Educational & Research Institutes: -</p> <p>(i) Holding analogous post on regular basis in the Parent cadre/department; OR</p> <p>(ii) With five years in grade rendered after appointment there to on regular basis in Level-06 or equivalent in the parent cadre/department</p> <p>Essential:</p> <p>(i) Degree of a recognized University/Institute. (ii) Experience in Cash, Accounts and Budget related work. (iii) Good knowledge of Hindi/English. (iv) Good knowledge of Computer.</p>
<p>➤ Personal Secretary</p> <p>Level-07 (44900-142400)</p>	<p>By Deputation (ISTC): - Officer of the Central or State Government, Union Territories/Recognized Research Institutes, Universities/Autonomous Bodies/Attached/Subordinate Office, Semi-Govt. or Public Sector Undertakings: -</p> <p>(i) Holding analogous post on regular basis; OR</p> <p>(ii) With five years regular service in the Level-06 or 11 years regular service in Level-05</p> <p>Note: Period of Deputation/Contract shall be initially for 3 years which is extendable up to 5 years.</p>

Qualifications and other eligibility criteria are the same as per Recruitment Rules of KHS. Further, any amendments shall be strictly in accordance with the guidelines prescribed by the Recruitment Rules of KHS, from time to time. These posts will be filled up through deputation basis.

2. Interested candidates are strictly advised to note that the date of conduct of interviews etc. will be intimated in due course only through the website at <https://hindisansthan.in>. Further, candidates are advised to visit the website of the Kendriya Hindi Sansthan on regular basis to get updates. No further personal communications are made till the announcement of merit lists.

GENERAL INFORMATION: -

3. All posts of Kendriya Hindi Sansthan belong to the All-India Cadre.
4. **The candidates are advised to go through the Recruitment Rules before applying for any of the above advertised posts to ascertain the nature of institutions and the status of appointment of selected candidates in those institutions. Recruitment Rules are available on the KHS website link <https://hindisansthan.in>**

APPLICATION FEES:

5. Each applicant, applied for the post of Registrar will have to pay application fee of Rs. 1500/- and the posts of Deputy Registrar/Account Officer/Personal Secretary, will have to pay application fee of 1200/- which can be paid through Online Mode only (provided in the online application). Any other mode of payment shall not be accepted towards application fee. The application fee shall be paid strictly as per the prescribed amount, failing which, the application will be deemed as invalid. Fee once paid will not be refunded under any circumstances. This fee is against application for one post. If a candidate applies for a different post, separate payment will be required for that post. Similarly, the excess payment made, if any, shall not be refunded. In cases where the fee paid is less than the prescribed amount, the deficit must be remitted immediately; failing which, the application will be deemed invalid. It is the absolute responsibility of the applicant to show in the application that he/she has paid full prescribed fee. Incomplete application/applications submitted without requisite fee shall be rejected.

6. Recruitment process for above posts shall be conducted as per Recruitment Rules of KHS and established procedures duly approved by the Competent Authority of KHS. Based on the scrutiny of the candidates/selection committee (where applicable), the Kendriya Hindi Sansthan shall draw the merit panels, as per requirement of the above posts.
7. The fields provided in the online application form may be expanded to furnish necessary additional information.
8. The applicant will be solely responsible for the authenticity of the information submitted by him/her.
9. The last dates as prescribed above may be extended by the Competent Authority of KHS at its discretion, depending upon the exigencies of the situation. The Competent Authority can also issue amendments to the notification as per rules, if the circumstances so warrant. Further notification/updates will be placed on the website of the KHS only. The candidates are strictly advised to visit the KHS's website <https://hindisansthan.in> for all further updates/amendments regularly. For all further updates, the candidate has to rely upon the KHS's website only.
10. Advice to avoid delay: Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of online applications before the last date, due to probable heavy load on network/server. The KHS will not entertain any complaint in this regard.
11. Accuracy of contact details: Candidates must exercise extreme care when entering their contact information, especially their email ID, registered mobile number, and alternate mobile number. Errors in these fields may prevent essential communications, and the KHS will not be responsible for any resulting failure to communicate. Candidates must ensure that the e-mail address and Mobile Number provided in the Online Application Form are their own or accessible.

CRITERIA DATE FOR COUNTING THE ELIGIBILITY OF THE CANDIDATE:

12. **The date for determining the eligibility of all candidates in every respect shall be considered upto the closing date of the online application as prescribed in the advertisement.** In other words, no candidate shall be allowed to attend examinations/interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.

UPDATES:

13. **Candidates should keep visiting the website of KHS (only) regularly for all important updates/announcements/information/corrigendum/notices and other details related to selection processes at various stages for filling up of the advertised positions.**
14. **Right of amendment and communication:** The Kendriya Hindi Sansthan reserves the right to alter/insert any corrections/additions in the advertisement in the event of any error etc., for which the candidates are advised to be in the lookout for announcements/notifications in the website of KHS. Information relating to selection process of above posts will be communicated through KHS's websites or email communication to the candidates concerned. Candidates are advised to regularly visit the websites of the KHS only. No other mode of communication will be adopted by the KHS.

DEPUTATION: -

15. The KHS may fill up any post on deputation by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per Recruitment Rules of KHS. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The KHS, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

Ordinarily, no person working on deputation shall be absorbed in any post of the KHS after expiry of his period of deputation. In case, it is decided in the interest of the University to absorb any such person, then the University may take up the matter with his parent organization for concurrence after obtaining the option of the employee concerned subject to the condition that the matter of absorption is specifically mentioned in the advertisement. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he is absorbed in the University, he shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.

16. Candidate shall submit his application through proper channel alongwith vigilance clearance certificate from the Competent Authority. However, he may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of interview as the case may be, he/she, should produce a “**No objection Certificate alongwith the Vigilance Clearance Certificate in a sealed cover**” from the employer.
17. The application for appointment on deputation shall be forwarded by the employer alongwith the **Annual Performance Appraisal Reports (APARs)/ACR** for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.

VIGILANCE CLEARANCE:

18. Candidate shall submit the Vigilance Clearance Certificate from the employer or his authorised officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of interview as applicable or along with the application.
19. Willful suppression of factual information or any document relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc., the Chief Vigilance Officer of the KHS shall have the powers to investigate/inquire into the matter and submit his report to the Director, KHS for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated, with immediate effect after adhering to the procedures.

GENERAL TERMS & CONDITIONS:

20. Candidates will have to present themselves for the interview at their own expenses.
21. Candidates should bring all certificates in original at the time of verification of documents/interview.
22. Candidature of applicants are liable to be cancelled/rejected summarily at any stage of the recruitment process in the event of all or any of the following: -
 - (i) *Applications being incomplete.*
 - (ii) *Application made in the form other than the form available in the institution's website.*
 - (iii) *Any variation in the Signatures and Photographs. (All the photographs & signatures, pasted/uploaded/done on the Application Form and also on other Documents must be the same.)*
 - (iv) *Fee not paid as per instructions.*
 - (v) *Non-forwarding of Self Attested legible copies of all the relevant Certificates/Documents issued by the Competent Authority and clear self-attested photographs in support of the information given in their Application about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Category etc..*
 - (vi) Not having the requisite Educational Qualification/Experience/Category Status as on the closing date of the online application.**
 - (vii) *Incorrect information or misrepresentation or suppression of material facts.*
 - (viii) *Non-receipt / Late receipt of the prescribed Application Form (Hard Copy) along with self-attested copies of the relevant documents.*
 - (ix) *If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.*
 - (x) *Non-production of Original Certificates at the time of Verification of Documents.*
 - (xi) *Any other irregularity.*
23. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the Competent Authorities/Sources. If, any claim/certificate/document is found to be false/fake/incorrect /malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature, debarment for further examinations, cancellation of his/her appointment, if already appointed. It may also lead to initiation of criminal action.
24. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post; he/she has applied for as on last date of receipt of applications.

25. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of Document Verification. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the written test/skill test/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
26. The Candidates should keep a copy of Application printout alongwith fee submission receipt for producing at the time of Document Verification and also for their future reference.
27. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection as may be detected even after issue of appointment letter.
28. The Candidates should keep a copy of Application along-with fee submission receipt for their future reference.
29. The Kendriya Hindi Sansthan, Agra reserves the right to reject any application without assigning any reason thereof. The KHS reserves the right to increase or decrease the vacancies according to the circumstances, which notified in the above table.
30. Interim enquiries shall not be entertained.
31. **Statutory Warning:** Selection shall be conducted on a **free, fair, and strictly merit-based principle**. Any attempt detected to influence, compromise, or subvert the selection process, at any stage, shall result in the immediate termination of candidature/ termination of service and the institution shall initiate legal action against the concerned individual.
32. Canvassing in any form will be a disqualification.
33. In case of any dispute in this regard, any suit or legal proceeding against the KHS, the territorial jurisdiction shall be **Hon'ble Courts in Prayagraj**.
34. In case of any grievance of any candidate relating to recruitment, the candidate may also approach the Director of KHS in writing for redressal sufficiently in advance.
35. Regarding any ambiguity, relating to the recruitment rules in general and eligibility in respect of any post in particular, the decision of the Competent Authority of the KHS shall be final. If there exists any controversy in selection process or any dissatisfaction of the candidate therefore, the decision of the Competent Authority of KHS, Agra shall be final.
36. For any technical problem(s) faced during Registration/Online application submission etc., contact at following email ids- hod.ilt@khs.ac.in and registrarofficekhs1960@gmail.com

**Sd/-
REGISTRAR (I/c)**