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F. No. 8-3/2025/L-II  
Government of India  
Ministry of Education  
Department of Higher Education  
Language Division

Shastri Bhawan New Delhi  
Date: 20<sup>th</sup> February, 2025

**OFFICE MEMORANDUM**

**Subject:** Filling up the post of Director, Central Institute of Indian Languages, (CIIL), Mysuru in Pay Level-14- regarding.

The undersigned is directed to invite applications from eligible candidates for filling up the post of Director, Central Institute of Indian Languages, Mysuru, a Subordinate Office, in the Ministry of Education in Pay Level-14 on deputation basis.

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 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 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.

*Sd/-*  
(Suman Dixit)  
Director (Languages)  
Tel: 011-23070446  
Email: [s.dixit23@nic.in](mailto:s.dixit23@nic.in)

Encl: As above

Contd./....

To

1. All Ministries and Department of the Government of India
2. Chief Secretaries of all States/UTs
3. Vice Chancellors of all Central Universities.
4. PS to EM/PS to Secretary (HE)
5. University Grant Commission, New Delhi for circulating to all Universities under UGC.
6. Ministry of Information and Broadcasting, Shastri Bhawan, New Delhi for arranging suitable publicity in Air Media about the vacant post.
7. Director General, Bureau of Outreach and Communication (DAVP), Phase V, Soochna Bhawan, CGO Complex, Lodhi Road, 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.
8. Deptt of Personnel and Training (DoPT), North Block, New Delhi-110001 with a request to publish for posting this in the website.

Copy to :-

1. Director, CILL for wider circulation.
2. All Language Institutions/autonomous organizations.

*Sd/-*

(Suman Dixit)  
Director (Languages)  
Tel: 011-23070446  
Email: [s.dixit23@nic.in](mailto:s.dixit23@nic.in)



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**Government of India  
Ministry of Education  
Department of Higher Education  
Languages Division**

**Advertisement for the post of DIRECTOR, CIIL, Mysuru**

Applications are invited from eligible candidates for filling up, on Deputation basis, one vacancy of the post of Director, Central Institute of Indian Languages, Mysuru, a subordinate Office of the Ministry of Education, Government of India in Pay Level-14 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 Education's website [www.education.gov.in](http://www.education.gov.in) and from the Central Institute of Indian Languages, Mysuru's website [www.ciil.org](http://www.ciil.org).

**Pay Scale:** Pay Level-14 in the Pay Matrix (Rs. 144200-218200)

**Mode of** Deputation (including short term contract)

**Recruitment:**

**Period of** The Period of deputation (including short term contract)  
**Deputation** including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or some other Organization or Department of the Central Government shall ordinarily not to exceed five years.

**Age limit:** The maximum age limit for appointment by deputation (including short term contract) shall not be exceeding 58 years as on the closing date of the receipt of applications. [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** Deputation (including short term contract)

**Selection:**

Officers under the Central or State Governments or Union territories or Universities or Recognised Research Institutions or Public Sector Undertakings or Public Sector Undertakings or Statutory or Autonomous Organizations:

(a)(i) holding analogous post on regular basis in the parent cadre or Department; or

OR

(ii) with two years service in the grade rendered after appointment thereto on a regular basis in level 13A in the pay matrix of Rs. 131100-216600 or equivalent in the parent cadre or Department; or

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OR

(iii) with three years service in the grade rendered after appointment thereto on a regular basis in level 13 in the pay matrix or equivalent in the parent cadre or Department; and and

**Qualifications and Experience** (B) Possessing the following educational qualification and experience, namely:

**Essential:**

(i) Post Graduate degree in any Indian language specified in the Eighth Schedule to the Constitution with doctorate degree in linguistics or applied linguistics or anthropological linguistics or socio linguistics or computational linguistics in one of the Indian languages (with focus on language analysis) from a recognised University or Institute; or

Doctorate in any Indian language specified in the Eighth Schedule to the Constitution with one paper in linguistics at Post Graduate level from a recognised University or Institute; or

Doctorate in any Indian language specified in the Eighth Schedule to the Constitution with Post Graduate Diploma in linguistic at Post Graduate from a recognised Institute;

(ii) ten years of experience of teaching at PG level in a recognised Institute or University out of which three years of administrative experience in any educational Institution.

**Desirable:**

(i) Published research work in linguistic or languages.

(ii) Studied more than one Indian language as a subject at senior secondary level.

(iii) Knowledge of Sanskrit or any other Indian language, other than main subject.



**Last Date:**

Duly filled in applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach **Smt. Suman Dixit, Director, Language Division, Department of Higher Education, Ministry of Education, Room No. 525, C-Wing, Shastri Bhawan, New Delhi - 110001** 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. Attested photocopies of the 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 \_\_\_\_\_ March, 2025.

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**PROFORMA OF APPLICATION FOR THE POST OF DIRECTOR, CIIL, MYSURU**

PHOTO

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 (Attach attested photocopies of the testimonials along with the application)
Essential (1)		
(2)		
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/Mobile/Email

\_\_\_\_\_  
\_\_\_\_\_

Date\_\_\_\_\_

Contd.../



**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.
- 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/her application the attested photocopies of all the required testimonials/certificates/degrees, etc. starting with Matriculation/Class-X certificate.
- 7) 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.

Countersigned by the authorized signatory on behalf of the employer

\_\_\_\_\_  
\_\_\_\_\_  
(Seal of the authorized signatory)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

