

# RASHTRIYA SANSKRIT SANSTHAN

(DEEMED UNIVERSITY)

56-57, Institutional Area, Janakpuri, New Delhi-110058

Accredited with 'A' Grade by NAAC

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## SPECIAL RECRUITMENT DRIVE FOR FILLING UP THE POST OF LOWER DIVISION CLERK (LDC) UNDER PwD (OH) CATEGORY IN HEADQUARTERS OF RASHTRIYA SANSKRIT SANSTHAN, NEW DELHI

Applications are invited from Indian nationals belonging to Persons with Disabilities (Orthopaedically Handicapped) category for filling up the post of LDC in Rashtriya Sanskrit Sansthan (RSKS) Headquarters, New Delhi on **Regular basis by Direct Recruitment under Special Recruitment Drive for PwDs**. The detail of vacancy is as under:-

Post	Age Limit	Pay Scale	Qualification	No. of vacancy and category
Lower Division Clerk	18-27 years as on 30.11.2015 (Upper age limit for persons with disabilities shall be relaxable by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment).	PB-1 Rs.5200-20200+ Rs.1900 GP	<b>Essential:</b> i). Atleast 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. ii). Working knowledge of Hindi. <b>Skill test norms on Computer</b> English typing @ 35 w.p.m., Hindi typing @ 30 w.p.m. (time allowed 10 minutes) (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH/9000 KDPH on an average of 5 key depressions for each word.) <b>Desirable</b> 1. Knowledge of Sanskrit. 2. B.A. or equivalent with Sanskrit as one of the subjects.	01 PwD (OH)

### General Instructions:

1. Prescribed application form can be downloadable from Sansthan website [www.sanskrit.nic.in](http://www.sanskrit.nic.in).
2. There will be **"NO FEE"** as candidates belonging to PwD Category are exempted for payment of application fee.
3. The definition of disabilities for reservation under the category is as per "The Persons With Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.
4. For Persons with Disability, the minimum degree of disability is 40%.

5. **Selection procedure:** Selection will be made from amongst the shortlisted candidates found eligible in computer skill test as mentioned in qualification column above followed by interview. The merit list of successful candidates will be prepared on the basis of typing/skill test & interview.
6. **Probation Period:** 2 years from date of joining of Sansthan Service.
7. **Last date of receipt of application** is 06.12.2015.
8. Number of vacancies are subject to variation/change without any prior information.
9. Employment in the Sansthan involves liability to serve anywhere in the county.
10. Applications should be submitted in prescribed application form appended to this notification duly completed and signed along with self attested photocopies of the following documents: -
  - a). Date of Birth (Birth Certificate/Matriculation/SSC Certificate)
  - b). Certificate in support of educational & professional qualifications.
  - c). Community Certificate for SC/ST category candidates.
11. Candidates who are already employed must get their application forwarded through proper channel or furnish NOC from employer with application. The last date for receipt of application will not be extended on account of delay in transmitting application by the concerned office. Advance copy of application without following not or NOC from employee will not be entertained.
12. The prescribed application form duly completed should be addressed to **“The Registrar, Rashtriya Sanskrit Sansthan (Deemed University), 56-57, Institutional Area, Janakpuri, New Delhi-110058”** and sent **by regd./speed post only**. Envelope containing application should be superscribed as “Application for the post of Lower Division Clerk, PwD (OH)” on Top Right Hand corner of the envelope.
13. Applications received after closing date will not be entertained and will be rejected.
14. The application shall also be rejected by the Sansthan for following reasons: -
  - (1) If the age of candidate exceeds the prescribed age limit.
  - (2) If the candidate is found not possessing essential qualifications.
  - (3) If the candidate fails to produce/submit the essential documents in support of claims made in application like age, educational qualification, community certificate etc.
  - (4) If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
  - (5) Supporting documents without self attestation.
  - (6) Application without signature/thumb impression.
15. Mere fulfilling the basic selection criteria does not automatically entitle a candidate to be called for skill test/interview. If the number of application received is too large in comparison to the number of posts, shortlisting of candidates may be done by Sansthan on the basis of Academic records/percentage of marks/experience etc. for the purpose of calling manageable number of eligible and shortlisted candidates for skill test/interview.

16. Candidates should note that, if at any stage of recruitment, it is found that the candidate has submitted any false/fabricated information/documents, his/her candidature will be cancelled immediately and he/she will be liable for action as per Law/Rules.
17. No TA/DA will be admissible to the candidates for appearing in skill test/interview.
18. Any representation/recommendation will make the candidature of a candidates liable for disqualification.
19. The skill test/interview would be conducted at New Delhi. Venue/entry point will be intimated in the call letter. Date/Schedule of skill test/interview will also be displayed on Website [www.sanskrit.nic.in](http://www.sanskrit.nic.in) Therefore, candidates should keep visiting Sansthan website [www.sanskrit.nic.in](http://www.sanskrit.nic.in) for important announcement/information throughout the selection processes at various stages.
20. No original documents are required to be sent to Sansthan in connection with this recruitment process unless directed to do so.
21. Candidate should have a valid e-mail ID & Mobile No. which should be entered at appropriate place in the application form and must remain active/valid until recruitment process is completed. No change in the e-mail ID & mobile No. will be accepted once submitted. The candidate himself shall be responsible for wrong or expired e-mail ID & mobile No.
22. Candidates should note that their candidature at all stages of Recruitment is purely provisional, subject to satisfying the prescribed eligibility conditions as per Recruitment Rules for particular post & other orders/norms issued time to time by Sansthan.
23. Canvassing in any form will be a disqualification.
24. The Sansthan will not be responsible for postal delays/loss/failure during any stage of recruitment processes.
25. The select panel of candidates of this recruitment process will be valid for one year.
26. Sansthan reserves the right to amend/modify vacancies notified and any provision of this advertisement in case of any errors and omissions/deviation or to cancel the advertisement and recruitment if the circumstances so warrant.
27. **Statutory Warning:** Selection in the Sansthan is free, fair and merit based. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature of service and legal action against the concerned individual will be initiated.

**REGISTRAR**