F. No. 12025/2016-Estt./LDCE/RSkS/5469
RASHTRIYA SANSKRIT SANSTHAN
(DEEMED UNIVERSITY)
56-57, INSTITUTIONAL AREA, JANAKPURI
NEW DELHI-110058

NOTIFICATION
Dated: 03.11.2018

Applications are invited on prescribed enclosed format from the eligible Assistant/ Stenographer Gr.I/UDC/Group C (in the grade of Rs. 1800/- Pre-revised) in the Sansthan for recruitment to the following vacant posts at the Hqrs. Office of the Sansthan and its Campuses under 40% quota of Limited Departmental Competitive Examination (LDCE) of Section Officer/Assistant amongst Assistant / Stenographer Gr.I/ UDC and 20% quota of LDC amongst the Group C (in the grade of Rs. 1800/- Pre-revised) in accordance with Bye-Laws Governing Recruitment and Conditions of Appointment, 2016.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Name of the Post</th>
<th>Pay Band &amp; Grade Pay</th>
<th>Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Section Officer</td>
<td>Pay Level – 7 [Rs.44900-142400]</td>
<td>UR</td>
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<tr>
<td>2.</td>
<td>Assistant</td>
<td>Pay Level – 6 [Rs.35400-112400]</td>
<td>UR</td>
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<tr>
<td>3.</td>
<td>LDC</td>
<td>Pay Level – 2 [Rs.19900-63200]</td>
<td>UR</td>
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</tbody>
</table>

The eligibility criteria for above posts under LDCE is as under:-

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Post</th>
<th>Eligibility Criteria</th>
</tr>
</thead>
</table>
| 1.      | Section Officer | (i) At least 3 years of regular service as Assistant or Stenographer Grade I.  
|         |            | (ii) Qualifying the Limited Departmental Competitive Examination conducted by the Sansthan- to be ascertained on securing prescribed qualifying marks in written test as per scheme of examination and based on merit. |
| 2.      | Assistant  | (i) 3 years continuous satisfactory regular service as UDC.  
|         |            | (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules/Sansthan’s Rules, Bye-Laws etc.- to be ascertained on securing prescribed qualifying marks in written test as per scheme of examination and based on merit. |
| 3.      | LDC [20% by promotion through LDCE from amongst the Group C staff.] | (i) Group C staff in the grade pay of Rs.1800 (pre-revised) and having experience of 03 years regular service in the grade on the basis of departmental qualifying examination.  
|         |            | (ii) Essential- 12th Class or equivalent qualification from a recognized Board or University.  
|         |            | (iii)Typing/Skill Test norms on Computer- English typing @ 35 w.p.m. or Hindi/ Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes). (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word) |
Those who are eligible and interested to appear in the Limited Departmental Competitive Examination (LDCE) shall submit duly completed application in prescribed application format to Registrar I/c, RS KS (DU), New Delhi along with all necessary enclosures through Department Heads (in Hqrs.)/Principal/ Principal I/c of the Campus, latest by 30th November 2018. Written /Skill Test for LDC are likely to be conducted in last week of December, 2018. The examinations for Section Officer, Assistant are tentatively scheduled in the month of January/February, 2019. The vacancy position of posts of Section Officer and Assistant & LDC will be announced in due course.

Departmental Candidates who are found eligible by the Screening Committee for Written Test will be intimated in due course. T.A. will be paid for attending Written /Skill Test as per their entitlement in existing posts.

This issues with the approval of Competent Authority.

(Prof. S. Subrahmanya Sarma)
Registrar I/c

Copy for information and necessary action to:-

1. All Principals/ Principal I/c of the Campuses with request to circulate this notification among all concerned and to forward duly completed applications within the prescribed time limit.

2. All Sectional Heads in the Hqrs. Office of the Sansthan with request to circulate this notification among all concerned and to forward duly completed applications within the prescribed time limit.

3. PS to Hon’ble VC for kind information of Hon’ble VC.

4. Office of Registrar I/c

5. Website of Sansthan (uploaded at Staff Corner)

6. Guard file
Rashtriya Sanskrit Sansthan  
(Deemed University)  
56-57, Institutional Area,  
Janaakpuri, New Delhi-110058

Application Form for Promotion to Non-Teaching Posts under Limited Departmental Competitive Examination (LDCE)  
सीमित विभागीय प्रतिष्ठापनी परीक्षा के अन्तर्गत नै-शिक्षक पदी पर पदोन्नति हेतु आवेदन पत्र

To be filled by the applicant/ आवेदक से द्वारा भरने के लिए

POST APPLIED FOR (पद जिसको लिए आवेदन किया है)  .................................................................

1. Name of Applicant (in block letters):.................................................................
   आवेदक का नाम (एप्स लेखो में)

2. Father’s/Husband’s Name:........................................................................
   पिता / पति का नाम

3. (i) Date of Birth (in figures):.................................................................
   जन्म तिथि (अंको में)
   (in words):........................................................................
   (शब्दों में)

(ii) Age:..............Years:............Months:............days..............
   अयु:वर्ष:माह:दिन

Tel.No..................................Mob.No................................Email ID........................................

4. Nationality:..........................Male/Female/Transgender:..................Married/Unmarried:..........................
   राष्ट्रीयता:.........................स्त्री/पुरुष/तिमाहित:..................बाध्य/अबाध्य:..........................
   (पुनर्विवाहित/अविवाहित)

5. Postal Address with Pin Code No.:.................................................................
   पता यथा का पता सिन कोड नं के साथ:

6. Category: (Please tick ✓)  General  OBC (Central List)  SC  ST  ........
   श्रेणी: (पीक रिक चैक)  जनगणना  अंबे क्षेत्र (सेंट्रल सूची)  SC  ST  ........
   (सेंट्रल सूची)  SC  ST  ........

7. Whether Physically Challenged, if yes (Please tick ✓):  VH  OOH  HH  ........
   बodhi आय विकल्प नही है, यदि हां, तो शुद्ध विशेष विस्तार समावे चैक)  VH  OOH  HH  ........
   (वी ही)  (ओ ओ एच)  (एच एच)

8. Date of appointment and years of service in the feeder post to the post applied for promotion under LDCE:  
   पदोन्नति के पद में नियुक्ति की तिथि एवं कार्यकाल की अवधि

<table>
<thead>
<tr>
<th>Designation पदनाम</th>
<th>Pay + Grade Pay सैला मान औद्योगिक मानदंड</th>
<th>Date of appointment in the feeder post पदोन्नति के पद में नियुक्ति की तिथि</th>
<th>Year of Service in the feeder post पदोन्नति के पद में कुल सेवा अवधि</th>
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</thead>
</table>

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9. Educational Qualifications (From Secondary School & onwards):

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Name of the School/College/University/Board</th>
<th>Division</th>
<th>%age</th>
<th>Subjects taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>परीक्षा पास</td>
<td>उत्तरींत वर्ष</td>
<td>विद्यालय / प्राथमिक स्कूल / विद्यालय / विश्वविद्यालय / विद्यालय / नाम</td>
<td>श्रेणी</td>
<td>प्रतिशत</td>
<td>विषय लिखिये</td>
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10. Technical/Professional Qualifications:

<table>
<thead>
<tr>
<th>Examination Passed</th>
<th>Year of Passing</th>
<th>Institution</th>
<th>Division</th>
<th>%age</th>
<th>Subjects offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>परीक्षा पास</td>
<td>उत्तरींत वर्ष</td>
<td>स्थानीय विद्यालय / विद्वान संस्थान</td>
<td>श्रेणी</td>
<td>प्रतिशत</td>
<td>विषय लिखिये</td>
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11. Do you know typewriting/shorthand? If so, state speed (wherever applicable):

<table>
<thead>
<tr>
<th>English (अंग्रेजी)</th>
<th>Hindi (हिंदी)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shorthand: ..............w.p.m.</td>
<td>..................w.p.m.</td>
</tr>
<tr>
<td>अंग्रेजी दर: ..............w.p.m.</td>
<td>हिंदी दर: ..................w.p.m.</td>
</tr>
<tr>
<td>Typewriting: ..............w.p.m.</td>
<td>..................w.p.m.</td>
</tr>
<tr>
<td>अंग्रेजी दर: ..............w.p.m.</td>
<td>हिंदी दर: ..................w.p.m.</td>
</tr>
</tbody>
</table>

12. Are you proficient for working on Computer? नेविगेशन पर पॉर्टेबल कंप्यूटर का काम करने की क्षमता है?

YES/NO

है / नहीं

13. Any other information:

<table>
<thead>
<tr>
<th>कोई अन्य जानकारी:</th>
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Declaration:

I declare that the statements made in the Application Form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria as contained in the forwarding Notification, my candidature/appointment is liable to be cancelled/terminated.

Дато:.................................

Signature of the Applicant

For office use only

Certified that Shri/Smt./Kumari...........................................................(name) is presently

employed to the post of ...........................................(designation) in the scale of pay of

Rs........................................w.e.f...............HIs/Her total regular service in the present

post is .....................................years..............months..............days............

The facts stated above have been verified and found to be correct.

There is no disciplinary/vigilance case pending or contemplated against him/her and he/she has not been awarded any penalty.

.................................................................(name)

.................................................................(post का नाम) पर .....................................................विभाग में दिनांक

से कार्यान्वित हैं। इसकी दर्शनान्वित पद पर नियुक्ति कुल संपूर्ण अवधि ..........................माह...........दिन हैं।

उपर दिखाया गया सभी तथ्यों को सांज्ञा दिया गया है और वे सत्य पाए गए हैं।

इसके विरुद्ध कोई अनुशंसलग्न, उपलब्धिता का मामला आया अपेक्षित नहीं है तथा इसका दर्शन नहीं किया गया है।

Dated:.................................

.................................................................

Signature of Principal/Principal 1/c/ Head of Sections/ (with Seal)

प्राध्यात्मक/प्राध्यात्मक/अध्यक्ष के हताध्य (सील सहित)