



# RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

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

Website: [www.sanskrit.nic.in](http://www.sanskrit.nic.in)

Date: 30.05.2018

## Advertisement No. RSKS/Estt./Appt./2018

### DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

Rashtriya Sanskrit Sansthan (Deemed University) under Ministry of Human Resource Development, Govt. of India invites applications on prescribed format from Indian Nationals for recruitment to the following post at its Headquarters, New Delhi:-

<b>Name of Post</b>	<b>Deputy Director (Finance)</b> (Group 'A')
<b>No. of Post</b>	1 (one)
<b>Pay</b>	Level-11 in Pay Matrix `67700-208700
<b>Mode of Recruitment</b>	By transfer on Deputation or by Direct Recruitment
<b>Age Limit</b>	For Deputation – 56 Years For Direct Recruitment – 45 Years

#### **Educational & Other Qualifications:**

##### **Essential:-**

1. Master's degree (preferably in Commerce/M.B.A-Finance) with at least 55% of marks or its equivalent grade of B in the UGC seven point scale.
2. Five years of experience in the relevant field as Assistant Registrar(Accounts) or equivalent in the PB-3 Rs.15600-39100+GP -Rs.5400/-\*

OR

Five years of experience as Assistant Professor in the AGP of Rs.6000\* and above with experience in relevant field in educational institution

OR

Comparable status and experience in the relevant field in research establishment and/or other institutions of higher education

(\* Pre-revised)

##### **Desirable:-**

- (i) ICWA/CA/SAS/CS
- (ii) Knowledge of Sanskrit and Hindi.
- (iii) Knowledge in Computer Application.

**Note:** Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.

## **General Terms and Conditions of Recruitments: -**

1. Application Form & Fee:
  - a). Prescribed application forms should be downloaded from Sansthan's website: [www.sanskrit.nic.in](http://www.sanskrit.nic.in). **Candidates must deposit application fee of Rs.500/- (Rs. Five Hundred only) either through (i). Bank Draft in the name of 'Rashtriya Sanskrit Sansthan' drawn on any nationalised Bank payable at New Delhi or (ii). NEFT/RTGS – directly in Sansthan's Account No.10469781338 (State Bank of India) Delhi Cantt. Branch, IFSC Code- SBIN 0000733, Branch Code – 00733 alongwith application complete in all respects. Transaction ID needs to be mentioned in Application form in cases, above second option of NEFT/RTGS payment is exercised.** Any other mode of payment shall not be accepted towards application fee. Candidates belonging to SC/ST/PWD Categories and Women Candidates are exempted from depositing application fee on production of respective category certificate. Application other than in prescribed form available in Sansthan's website shall be summarily rejected.
  - b). **Receipt of Application after the last date:** The last date of receipt of duly filled in application is **29.06.2018 by 5.00 P.M.** which may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on web-site of the Sansthan and the candidates are advised to visit the website – [www.sanskrit.nic.in](http://www.sanskrit.nic.in) of the Sansthan on regular basis in this regard. Incomplete applications and applications received after the due date shall be rejected. In case the closing date is a holiday, the next working day shall be treated as closing/last date.
  - c). Application alongwith self attested copies of all relevant documents, photographs etc. should be sent to the **“Registrar I/c, Rashtriya Sanskrit Sansthan (Deemed University), 56-57, Institutional Area, Janakpuri, New Delhi-110058”** in a closed cover super-scribing **“Application for the post of .....**” The Sansthan shall not be responsible for any postal delay.
  - d). The columns in the application form can be expanded if the space provided is insufficient to furnish any information.
2. Applications/candidature of applicants are liable to be cancelled/rejected summarily or 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 uploaded in Sansthan's website [www.sanskrit.nic.in](http://www.sanskrit.nic.in).
  - iii. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
  - iv. Application without clear and legible photographs (Self attested).
  - v. Non-payment of Application Fee.
  - vi. Fee not paid as per instructions.
  - vii. Under aged/over aged candidates.
  - viii. Non forwarding of Self Attested legible copies of all the relevant Certificates/Documents issued by the competent authority, along with the Application Form, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category.
  - ix. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
  - x. Incorrect information or misrepresentation or suppression of material facts.
  - xi. Non-receipt / Late receipt of the prescribed Application Form along with self-attested copies of the relevant documents.
  - xii. Non-production of Original Certificates at the time of Verification of Documents.
  - xiii. Any other irregularity.

3. In case the appointment is made on deputation basis, the incumbent may be allowed to continue maximum for a period of five years or till he/she attains the age of the superannuation prescribed for that particular cadre whichever is earlier. The appointment on deputation may be made initially for a period of one year which may be extended on yearly basis up to a maximum period of five years subject to satisfactory performance.
4. The Sansthan, however, shall have the right to repatriate the incumbent any time even before the prescribed period in case his/her performance, integrity or conduct is found to be unsatisfactory at any stage according to the opinion of the competent authority or resuming the duties by the officer against whose vacancy the deputationist was working. The application of candidate applying for recruitment on deputation basis should be forwarded by the employer along with the CR dossiers duly certified by the competent authority for the last five years through proper channel.
5. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/interview. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be called for interview/written test/skill test if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
6. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any relevant additional qualification and experience acquired after the closing date may be taken into account and may be given due weightage at the time of selection.
7. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer at the time of interview/documents verification. Further, these candidate should also submit a certificate from the employer or his authorized officer to effect that no disciplinary proceedings is pending nor contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview/documents verification.
8. The candidate will have to present himself/herself for an interview/written test/skill test if called for, at the place and time fixed by the Sansthan at his/her own expenses.
9. 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 which shall lead to cancellation of his appointment, if already appointed.
10. If at any stage of the recruitment process or employment, it is detected that there is a wilful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
11. The employees of the Sansthan shall be governed by the Bye-Laws / MOA of the Sansthan and also the CCS (Conduct) Rules, 1964 and CCS (CCA) Rule, 1965 of the Government of India as amended from time to time and any other rule / resolution prescribed by the Board of Management of the Sansthan.

12. The employees of the Sansthan are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the Sansthan are located or may be located in future.
13. The relaxation in deserving cases shall be provided as per the Bye-Laws, Rules/Guidelines prescribed by Govt. of India/UGC from time to time.
14. The grade point B in the 7 point scale (Grades O,A,B,C,D,E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

15. Seven Point Scale for grading system is given below:

SEVEN POINT SCALE

Grade	Grade Point	% Equivalent
O-Outstanding	5.50-6.00	75-100
A-Very Good	4.50-5.49	65-74
B-Good	3.50-4.49	55-64
C-Average	2.50-3.49	45-54
D-Below Average	1.50-2.49	35-44
E-Poor	0.50-1.49	25-34
F-Fail	0-0.49	00-24

16. 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 processes are 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.
17. Candidate 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.
18. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of interview/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 test/interview/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
19. The Sansthan 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.
20. The Sansthan reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any error etc., for which the candidates are advised to be in the lookout for announcements in the website: [www.sanskrit.nic.in](http://www.sanskrit.nic.in).
21. The select panel of candidates of this recruitment process will be valid for one year.
22. The Sansthan reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever and may increase the number of vacancy position in case of vacancy failing due to retirement, registration or any other reason during the period of validity of panel.
23. The Sansthan reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
24. The Sansthan reserves the right to increase or decrease the vacancies according to the circumstances.
25. The Sansthan reserves the right to reject any application without assigning any reason thereof.
26. Canvassing in any form will be a disqualification.
27. Interim enquiries shall not be entertained.
28. **Statutory Warning:** Selection in the Sansthan is free, fair and merit basis. 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.

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