



RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

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

Website: www.sanskrit.nic.in

Advertisement No. 02/2018

Date: 11.08.2018

DETAILED NOTIFICATION OF VACANCIES FOR RECRUITMENT

Rashtriya Sanskrit Sansthan (Deemed University) under Ministry of Human Resource Development, Govt. of India invites applications on prescribed format through **Online mode only** from Indian Nationals for recruitment to the following Posts (Non-teaching) at its Headquarters, New Delhi and campuses at different parts of the country:-

Sl. No	Name of the Post and Pay Matrix Level	No. of Posts & Category	Mode of Recruitment	Age Limit
1	Registrar (Level 14)	1	Direct or Deputation or on Contract	Direct - 56 yrs Deputation-56 Yrs
2	Controller of Examination (Level 14)	1	By deputation failing which by direct recruitment on contract basis	Direct - 55 yrs Deputation-56 Yrs
3	Deputy Director (Administration) (Level 11)	1	By transfer on deputation	56 yrs
4	Deputy Controller (Examination) (Level 11)	1	By Deputation	56 yrs
5	Assistant Director (Research & Publication) (Level 9)	1	By Deputation	56 yrs
6	Curator (Level 7)	1 (UR)	Direct	35 yrs
7	Assistant (Level 6)	1 (UR)	Direct	35 yrs
8	Professional Assistant (Level 6)	2 (OBC)	Direct	35 yrs
9	Stenographer Grade-II (Level 4)	2 [1(UR), 1(ST)]	Direct	30 yrs
10	Staff Car Driver (Level 2)	2 (UR)	Direct	35 yrs

UR – Unreserved, ST – Schedule Tribe, OBC – Other Backward Class

Note:

- The upper age limit for deputation should not exceed 56 years as on the closing date for receipt of applications.
- Vacancy positions are advertised based on updated Post Based Roster and Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of Sansthan.

Important:

- Employment in the Sansthan involves liability to serve anywhere in the country.
- Selection process for recruitment to the non-teaching posts will be uploaded on the Sansthan's website. Candidates are advised to regularly visit the website of the Sansthan.
- Duly completed application should be submitted through **online mode only** in the prescribed application format available in Sansthan's Website www.sanskrit.nic.in under "Recruitment/ Notification" heads.
- For separate post, separate application in the prescribed format along with prescribed fee must be submitted.
- Duly signed hard copy of the completed application(s) submitted through ONLINE must reach **Vice-Chancellor, Rashtriya Sanskrit Sansthan (Deemed University)** alongwith all necessary enclosures including Application Fee of Rs.1,000/- (Rs.500/- for SC/ST,PWD) through Demand Draft in original in favour of "Vice Chancellor, Rashtriya Sanskrit Sansthan"/proof of online submission of Application Fee by Registered/Speed Post only.

6. Schedule of submission of application is as under:-

(i) Start Date of Online Registration /Submission of application	11.08.2018
(ii) Last date of Online Registration/Submission of application	10.09.2018
(iii) Last date of receipt of Hard copy of application alongwith all required documents	20.09.2018

7. Those in employment must apply through proper channel or submit 'No Objection Certificate' from the concerned employers. However, an advance copy may be sent so as to reach the "Vice-Chancellor, Rashtriya Sanskrit Sansthan" by the last date. Rashtriya Sanskrit Sansthan will not be responsible for delay caused by postal or any other reasons in submitting the hard copy or in any related correspondence. No correspondence regarding consideration of late application will be entertained.

8. The details of vacancy position, submission of applications, conditions, procedure for applying and other terms and conditions are given here in this detailed notification of vacancies for recruitment.

9. **Date/Schedule of Skill Test/Written Test/Interview/Syllabus/Selection Criteria and scheme of examination (as applicable) will be displayed on Website www.sanskrit.nic.in. Therefore, candidates should keep visiting Sansthan's website www.sanskrit.nic.in for important announcement/information /corrigendum/ notices and other details throughout the selection processes at various stages.**

REGISTRAR I/C

Eligibility Conditions

1. REGISTRAR

Educational & Other Qualifications

Essential: A Post Graduate Degree from a recognized university with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale.

Experience: At least 15 years experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.

Desirable:

- (i) P.G. in Sanskrit

Method of Recruitment: By direct recruitment or on deputation or on contract basis. The appointment will be for a tenure of 5 years with a provision for re-appointment for a similar period.

Tenure/Age of Superannuation: 5 years or 62 years whichever is earlier.

2. CONTROLLER OF EXAMINATION

Educational & Other Qualifications

Essential: A Post Graduate Degree from a recognized university with at least 55% of the marks or its equivalent grade of 'B' in the UGC Seven Point Scale.

Experience: At least 15 years experience as Assistant Professor in the AGP of Rs.7000 and above or with 8 years' of service in the AGP of Rs.8000 and above including as Associate Professor along with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

15 years of experience in administration and/or examination work out of which 8 years as Deputy Registrar or an equivalent post.

Desirable:

- (i) P.G. in Sanskrit
(ii) Adequate experience in the conduct of University examinations or other comparable examination.

Method of Recruitment: On deputation failing which by direct recruitment on contract basis. The appointment will be for tenure of 5 years or till attaining the age of 62 years whichever is earlier with a provision for re-appointment for a similar period.

3. DEPUTY DIRECTOR (ADMINISTRATION)

Educational & Other Qualifications

Essential:

- (i) A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale.
(ii) At least 5 years of experience as Assistant Professor in a college or a university with experience in educational administration.

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience/experience in the relevant field as Assistant Registrar or in an equivalent post.

Desirable:

- (i) Knowledge of Sanskrit and Hindi.
- (ii) Ph.D. degree from a recognized University.
- (iii) Experience in Educational Administration/Finance/Examination/Computer Application/ Planning.
- (iv) Knowledge in Computer Application.

Method of Recruitment – By Transfer on deputation.

4. DEPUTY CONTROLLER (EXAMINATION)

Educational & Other Qualifications

Essential:

- (i) A Master's Degree with at least 55% marks in Sanskrit or an equivalent Oriental degree from a recognized University.
- (ii) About 5 years experience in GP of Rs.5400/- of examination work and/educational administration in a responsible capacity in an established examining bodies and/or teaching institution.
- (iii) Sound knowledge of English, Hindi and/or other Indian languages.

Desirable: Experience of teaching at degree or equivalent level.

Method of Recruitment – By deputation.

5. ASSISTANT DIRECTOR (RESEARCH & PUBLICATION)

Educational & Other Qualifications

1. A Master's Degree with at least 55% marks in Sanskrit from a recognized University or equivalent recognized qualification.
2. 3 years experience in teaching/research or 3 years experience of editing journals, books and other periodicals in a reputed organisation.

Desirable:

- (i) Knowledge in Computer Application.
- (ii) Knowledge of Hindi, English and other Indian or Foreign Languages.
- (iii) Either a Research Degree of a Doctorate Standard or a published work of an equivalent Standard.
- (iv) Knowledge of printing technology and proof reading.

Method of Recruitment – By deputation.

6. CURATOR

Educational & Other Qualifications

Essential:

- (i) Atleast IIInd class Acharya or M.A. in Sanskrit or equivalent qualifications from a recognized Institution.
- (ii) Degree in Library Science from a recognized Institution or post graduate diploma in Archeology/Museology.
- (iii) Knowledge of Manuscriptology.
- (iv) Atleast three year's experience in recognized oriental manuscript Library.

Desirable:

- (i) Knowledge of Hindi and/or English.
- (ii) Knowledge of epigraphy.

Method of Recruitment – Direct

7. ASSISTANT

Educational & Other Qualifications

Essential :

- i) Graduate from a recognized University
- ii) Five years experience as UDC or equivalent in the grade of Rs.5200-20200+GP Rs.2400/- of any Central/State Govt./ University/ Private Institutions/ Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution/ corporate/bank with annual turnover of Rs.500 crores.
- iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer.
- iv) Proficiency in computer operation, noting and drafting

Desirable: Knowledge of Sanskrit.

Method of Recruitment – Direct

8. PROFESSIONAL ASSISTANT

Educational & Other Qualification

Essential:

M. Lib. Science or AIS/ALIS with two years of experience as SPA in the grade of Rs.5200-20200 + GP Rs.2800 or B.Lib Information Science with three years experience as SPA in the grade Rs.5200-20200+ GP Rs.2800/-.

Desirable:

- (i) Proficiency in computer operation, noting and drafting.
- (ii) Knowledge of Sanskrit, Hindi and English.

Method of Recruitment – Direct

9. STENOGRAPHER GRADE-II

Educational & Other Qualification

Essential:

Atleast 12th or equivalent qualification from a recognized Board or University.

Skill test norms on Computer

Dictation 10 minutes @ 80 w.p.m., Transcription 50 minutes (English) or 65 minutes (Hindi)
(Preference will be given to those who can take dictation in Sanskrit Language)

Desirable: Knowledge of Sanskrit

Method of Recruitment – Direct

10. STAFF CAR DRIVER

Essential:

- i) 10th class pass from a recognized School/Institute with valid Driving License of Motor Car.
- ii) 5 years experience of driving of LMV

Desirable:

- i) Knowledge of mechanism of motor engine.
- ii) ITI Certificate of Motor Mechanic Trade from a Govt. recognized Institute

Method of Recruitment – Direct

General Terms and Conditions of Recruitments: -

1. Application Form & Fee:
 - a). Duly completed application should be submitted through **online mode only** in the prescribed application format available in Sansthan's Website **www.sanskrit.nic.in** under "Recruitment/Notification" heads.
 - b). Duly signed hard copy of the completed application(s) submitted through ONLINE must reach **Vice-Chancellor, Rashtriya Sanskrit Sansthan (Deemed University)** alongwith all necessary enclosures including Application Fee of Rs.1,000/- (Rs.500/- for SC/ST,PWD) through Demand Draft in original in favour of "Vice Chancellor, Rashtriya Sanskrit Sansthan"/proof of online submission of Application Fee by Registered/Speed Post only.

(i) Start Date of Online Registration /Submission of application	11.08.2018
(ii) Last date of Online Registration/Submission of application	10.09.2018
(iii) Last date of receipt of Hard copy of application alongwith all required documents	20.09.2018
 - c). *Incomplete applications and hard copy of applications along with all required self attested documents received after the due date i.e. **20.09.2018** shall be rejected. In case the closing date is a holiday, the next working day shall be treated as closing/last date.*
 - d). Hard copy of application alongwith self attested copies of all relevant documents, photographs etc. should be sent to the "**Vice Chancellor, 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.
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. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
 - iii. Application without clear and legible photographs (Self attested).
 - iv. Non-payment of Application Fees, as applicable.
 - v. Fee not paid as per instructions.
 - vi. Under aged/over aged candidates.
 - vii. 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.
 - viii. Not having the requisite Educational Qualification/Experience/Category/Status as on the closing date.
 - ix. Incorrect information or misrepresentation or suppression of material facts.
 - x. Non-receipt / Late receipt of the hard copy Application Form along with self-attested copies of the relevant documents.
 - xi. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
 - xii. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - xiii. Non-production of Original Certificates at the time of Verification of Documents.
 - xiv. 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. The experience in different fields as prescribed in the Schedule against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
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 candidates should also submit a certificate from the employer or his authorized officer to effect that no disciplinary proceedings are 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. Relaxation in age, qualification and experience etc. will be applicable as per the UGC/Govt. of India guidelines and the recruitment rules/Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of the Sansthan. A certificate to this effect issued from the competent authority should be attached with prescribed application form. Whatever, relaxation of qualification including percentage of marks is permitted under the UGC/GOI guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the screening committee.
9. OBC candidates belonging to 'Creamy layer' are not entitled for OBC reservation and such candidates have to indicate their category as General. OBC (Non creamy layer) candidates are required to submit the requisite OBC certificate in the prescribed format as per the Standing Instructions of the Government of India as amended from time to time, and a self-declaration in the prescribed format as available with application form on Sansthan website. They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India.
10. 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 own expenses.

11. 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.
12. If at any stage of the recruitment process or employment, it is detected that there is a willful 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.
13. The persons appointed against any post shall be governed by the Memorandum of Association, Bye-Laws governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Board of Management of the Sansthan and rules of the Govt. of India/ Guidelines of the UGC adopted by the Sansthan from time to time.
14. 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.
15. 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.
16. 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.
17. 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

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.

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, resignation 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.
