



RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

(under the Auspices of the Ministry of Human Resource Development Govt. of India)

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

Website: www.sanskrit.nic.in

Date: 23.03.2019

Advertisement No. 02/2019

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 through **Online mode only** from Indian Nationals for recruitment to the following (Non-teaching) Posts at its Headquarters, New Delhi and campuses at different parts of the country:-

Sl. No	Name of the Post and Age Limit	Pay Matrix Level	No. of Posts & Category
1.	Assistant Director (Physical Education)	Level 10	1 (SC)
2.	Assistant Librarian	Level 10	4 [2(UR), 2(OBC)]
3.	Stenographer Grade-I (35 yrs.)	Level 6	1 (UR)
4.	Library Pandit (35 yrs.)	Level 6	1 (UR)
5.	Professional Assistant (35 yrs.)	Level 6	1 (OBC)
6.	Technical Assistant (Laboratory) (35 yrs.)	Level 5	5[3(UR), 1(SC), 1(OBC)]
7.	Stenographer Grade-II (30 yrs.)	Level 4	1 (OBC)

UR – Unreserved, SC – Schedule Caste, OBC – Other Backward Class

Important:

1. Employment in the Sansthan involves liability to serve in any of the Sansthan's Campus situated at different parts of the country.
2. For separate post, separate applications must be submitted through online mode along with requisite fee.
3. However, application fee of Rs.1,000/- (Rs.500/- for SC/ST/PWD) can also be submitted through Demand Draft in favour of "**The Registrar, Rashtriya Sanskrit Sansthan, New Delhi**" and sent to the Sansthan alongwith hard copy of the application.
4. Information relating to selection process of above posts will be communicated through Sansthan's website or letter/email communication to the concerned candidates. Candidates are advised to regularly visit the website of the Sansthan or e-mail provided in the application form.
5. Duly completed application should be submitted through online mode in the prescribed application format available in Sansthan's Website 'www.sanskrit.nic.in' under "Recruitment/ Notification" heads.
6. Duly signed hard copy of the completed application(s) submitted through ONLINE must reach Registrar, Rashtriya Sanskrit Sansthan (Deemed University), 56-57, Institutional Area, Janakpuri, New Delhi-110058 alongwith all necessary enclosures including Application Fee by Registered/Speed Post only. In case, application fee is submitted through online process, proof of the same must be sent alongwith hard copy of online application with enclosures. Otherwise, application fee must be paid through Demand Draft favouring Vice Chancellor, Rashtriya Sanskrit Sansthan, New Delhi and sent alongwith hard copy of online application with enclosures.
7. Schedule of submission of application is as under:-

- | | |
|---|----------------------|
| (i) Start Date of Online Registration /Submission of application | 23.03.2019 |
| (ii) Last date of Online Registration/Submission of application | 22.04.2019 |
| (iii) Last date of receipt of Hard copy of application alongwith all required documents | 02.05.2019 by 6 p.m. |

8. Those in employment must apply through proper channel or submit 'No Objection Certificate' from the concerned employers in the prescribed format as available with this detailed Notification on Sansthan's website, alongwith hard copy of online application. However, an advance copy may be sent so as to reach the "**Registrar, Rashtriya Sanskrit Sansthan (Deemed University), 56-57, Institutional Area, Janakpuri, New Delhi-110058**" 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.
9. 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 vacancy for recruitment. Applications received after the last date shall not be considered. Sansthan will not be responsible for delay caused by postal or any other reasons. No correspondence regarding consideration of late application will be entertained.
10. Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of Online applications during the last date, due to probable heavy network load. The Sansthan will not entertain any complaint in this regard.
11. **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. However, Date/Schedule of Skill Test/Written Test/Interview can also be communicated through letter to the concerned candidates or by e-mail. Candidates should keep visiting Sansthan's website www.sanskrit.nic.in regularly for important announcement/information/corrigendum/notices and other details throughout the selection processes at various stages for filling up these vacant positions.**

REGISTRAR

Eligibility Conditions

1. ASSISTANT DIRECTOR (PHYSICAL EDUCATION)

Educational & Other Qualification

Essential:

A.

- (i) A Master's Degree in Physical Education and Sports or Physical Education or Sports Science with 55% marks (or an equivalent grade in a point-scale, wherever grading system is followed).
- (ii) Record of having represented the university /college at the inter-university / inter- collegiate competitions or the State and /or national championships.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or CSIR, or similar test accredited by the UGC, like SLET/ SET, or who are or have been awarded a Ph.D. Degree in Physical Education or Physical Education and Sports or Sports Science, in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree and such Ph.D. degree holders shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions, subject to the fulfillment of the following conditions:-

- a. The Ph.D degree of the candidate has been awarded in the regular mode;
- b. The Ph.D thesis has been evaluated by at least two external examiners;
- c. Open Ph.D viva voce of the candidate has been conducted;
- d. The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal;
- e. The candidate has presented at least two research papers in conference/seminar, based on his/her Ph.D work.

Note: *The fulfillment of these conditions (a) to (e) is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.*

- (iv) NET/SLET/SET shall also not be required for candidates in such Master's Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (v) Passed the physical fitness test conducted in accordance with UGC Regulations.

OR

- B. An Asian game or commonwealth games medal winner who has a degree at least at Post-Graduation level.

Physical Fitness Test norms:

- (a) Subject to the provisions of UGC Regulations, all candidates who are required to undertake the physical fitness test shall be required to produce a medical certificate certifying that he/she is medically fit before undertaking such tests.
- (b) On production of such certificate mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms:

Norms for Men			
12 Minutes Run/ Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1800 meters	1500 meters	1200 meters	800 meters

Norms for Women			
8 Minutes Run/ Walk Test			
Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years
1000 meters	800 meters	600 meters	400 meters

2. ASSISTANT LIBRARIAN

Educational & Other Qualification

Essential:

- (i) A Master's Degree in Library Science, Information Science or Documentation Science or an equivalent professional degree, with at least 55% marks (or an equivalent grade in a point-scale, wherever grading system is followed).
- (ii) A consistently good academic record, with knowledge of computerization of library.
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/ SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:

Provided that the, candidates registered for the Ph.D degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws/ Regulations of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfillment of the following conditions:-

- a) The Ph.D degree of the candidate has been awarded in the regular mode;
- b) The Ph.D thesis has been evaluated by at least two external examiners;
- c) Open Ph.D viva voce of the candidate has been conducted;
- d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a referred journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

Note:

- (i) The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.
- (ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.

Desirable:

- (i) Acharya or MA in Sanskrit
- (ii) Knowledge of Hindi and / or English
- (iii) Knowledge of epigraphy.
- (iv) Knowledge of Manuscripts.

3. STENOGRAPHER GRADE-I

Educational & Other Qualification

Essential:

- (i) Shastri or Graduate from a recognized University.
- (ii) 3 years experience of Stenography or equivalent in the grade of Rs.5200-20200 + 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.

Skill test norms on Computer

Dictation 10 minutes @ 100 w.p.m., Transcription: 40 minutes (English) or 55 minutes (Hindi).
(Preference will be given to those who can take dictation in Sanskrit Language)

4. LIBRARY PANDIT

Educational & Other Qualification

Essential :

- (i) Shastri/B.A. (or equivalent) with Sanskrit.
- (ii) Certificate in the Library Science from a recognized institution.
- (iii) Good knowledge of English and Hindi.

Desirable :

- (i) Master's degree of equivalent in Sanskrit
- (ii) Degree/Diploma in Library Science.
- (iii) Some experience of reading ancient manuscripts or working in a manuscript library.
- (iv) Some experience of working in a Library.

5. 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.

6. TECHNICAL ASSISTANT (LABORATORY)

Educational & Other Qualification

Essential :

- (i) Shiksha Shastri/Bachelor's Degree in Education from a recognized University.
- (ii) Five years experience of Laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.

Desirable :

- (i) Knowledge and experience of handling equipment like Projectors, multi-media, tape-recorder, cassette record players, film projector, photocopier, digital camera etc. and repairing of electronics equipments etc.
- (ii) Knowledge of computer particularly in preparing Power-Point presentations.

7. 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

General Terms and Conditions of Recruitments: -

1. Application Form & Fee:

a). Candidates are required to apply through **online mode only along with requisite fee** in prescribed application form available in Sansthan's website 'www.sanskrit.nic.in' under <http://recruitment.rsks.in> link on or before the last prescribed date. However, application fee of Rs. 1,000- (Rs. 500/-for SC/ST/PWD) can also be submitted through Demand Draft in favour of "**The Registrar, Rashtriya Sanskrit Sansthan, New Delhi**" and sent to the Sansthan alongwith hard copy of the application complete in all respects and its attachments on or before the prescribed last date. Any other mode of payment shall not be accepted towards application fee. Separate application forms should be submitted for each post. Application other than in prescribed form available in Sansthan's website shall be summarily rejected.

b). Duly signed hard copy of online application alongwith self attested copies of all relevant documents, photographs etc. should be sent to the "**Registrar, 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. If candidate fails to submit hard copy alongwith self attested copies of all necessary documents/original demand draft, wherever applicable, his/her candidature shall be summarily rejected.

c). Schedule of submission of application is as under:-

(i) Start Date of Online Registration /Submission of application	23.03.2019
(ii) Last date of Online Registration/Submission of application	22.04.2019
(iii) Last date of receipt of Hard copy of application alongwith all required documents	02.05.2019

d). The last dates as prescribed above 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 Sansthan's website 'www.sanskrit.nic.in' regularly. Incomplete applications and hard copy of applications along with all required self attested copies of documents received after the due date i.e. 02.05.2019 by 6.00 p.m. shall be rejected. In case the closing/last date of receipt of hard copy of Application along with all required documents is a holiday, the next working day shall be treated as closing/last date.

e). 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.

iii. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)

iv. Fee not paid as per instructions.

v. Under aged/over aged candidates. Age limit will be counted as on the closing date of submission of online application.

vi. Non forwarding of Self Attested legible copies of all the relevant Certificates/Documents issued by the Competent Authority and clear self attested photographs along with the hard copy of online Application, in support of the information given in their Application about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Age and Proof of Category, etc.

- vii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
 - viii. Incorrect information or misrepresentation or suppression of material facts.
 - ix. Non-receipt / Late receipt of the prescribed Application Form (Hard Copy) along with self-attested copies of the relevant documents.
 - x. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
 - xi. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - xii. Non-production of Original Certificates at the time of Verification of Documents.
 - xiii. Any other irregularity.
3. 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.
 4. 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.
 5. 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 in the prescribed format as available with this detailed Notification on Sansthan's website, alongwith hard copy of online application or at the time of interview/documents verification. Further, these candidates should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceedings are pending nor contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview/documents verification.
 6. 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.
 7. The Age Relaxation for reserved category Applicants is admissible only in the case of vacancies reserved for such categories. The reserved category applicants, who apply against posts meant for UR category, are not entitled to get age relaxation.
 8. 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 this detailed Notification on Sansthan's website. They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India. Self attested copy of OBC certificate and self declaration as to OBC (Non-Creamy layer) should be annexed to hard copy of online application alongwith other necessary enclosures.
 9. 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.
 10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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

17. For assessing the "Good Academic Record" of the candidate for recruitment, minimum second division in graduation with at least 50% marks and at least 55% marks in the Post-Graduate level shall be taken into account.
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, 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.

FORM OF DECLARATION TO BE SUBMITTED BY OBC CANDIDATE

(In addition to the community certificate)

I, Mr./Ms. _____ son / daughter of Shri _____
resident of village/town/city _____
district _____ State _____ hereby declare that I belong to
the _____ community which is recognized as a backward class by the
Government of India for the purpose of reservation in services as per orders contained in
Department of Personnel and Training Office Memorandum No. 36012/22/93- Estt. (SCT),
dated 8/9/1993. It is also declared that as on closing date of advertisement, I do not belong to
persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the above
referred Office Memorandum, dated 8/9/1993, O.M. No. 36033/3/2004 Estt. (Res.) dated
9/3/2004, O.M. No.36033/3/2004-Esst.(Res) dated 14.10.2008 and O.M. No.36033/1/2013-
Estt. (Res.) dated 27.05.2013.

Signature of the candidate:.....

Full Name.....

Place.....

Date.....

Declaration / undertaking not signed by Candidate will be rejected.

For applicants in Employment
केवल कार्यरत आवेदकों के लिए

No Objection Certificate by Employer
नियोक्ता का अनापत्ति प्रमाण पत्र

Certified that Shri/Smt./Kumari.....(name) is employed
as.....(designation) in the scale of pay of Rs.....p.m.
w.e.f.....at.....
(name of organization)
and the facts stated in above application have been verified and found correct.

It is also certified that we have no objection to his/her application and he/she will be relieved in the event of his/her selection. There is no disciplinary/vigilance case pending or contemplated against him/her and he/she has not been awarded any penalty.

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....(नाम)
इस(संस्था का नाम) में
.....(पद का नाम) के पद पर रु.....वेतनमान में दिनांक.....

से कार्यरत हैं तथा इस आवेदन पत्र में दिये गए सभी तथ्यों की जांच कर ली गई है और वे सत्य पाए गए हैं।

यह भी प्रमाणित किया जाता है कि हमें इनके इस आवेदन पर कोई आपत्ति नहीं है तथा इनकी नियुक्ति होने पर इन्हें कार्यभार से मुक्त कर दिया जाएगा। इनके विरुद्ध कोई अनुशासनात्मक/सतर्कता का मामला लंबित अथवा अपेक्षित नहीं है तथा इन्हें दण्डित नहीं किया गया है।

Dated:.....
दिनांक

Signature of Head/Concerned Officer of the Department/Organisation(with Seal)
संस्था के विभागाध्यक्ष/संबंधित अधिकारी के हस्ताक्षर (मोहर सहित)