

BYE-LAWS GOVERNING RECRUITMENT AND CONDITIONS OF APPOINTMENT, 2016



Rashtriya Sanskrit Sansthan
(Deemed to be University)

(Established under the Auspices of the Ministry of HRD, Govt. of India)

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

Accredited by NAAC with 'A' Grade

RSkS/31033/2013-Admn./Bye-Laws/ 465970 4675
RASHTRIYA SANSKRIT SANSTHAN
(Deemed University)
Janak Puri, New Delhi-110058
Accredited with 'A' Grade by NAAC

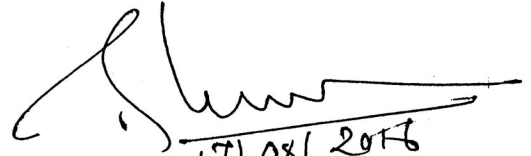
Dated: 17.08.2016

NOTIFICATION

It is notified for information of all concerned that the Board of Management of the Sansthan in its meeting held on 09.08.2016 vide additional item No.1 has approved "The Bye-laws Governing Recruitment and Conditions of Appointment, 2016 of Sansthan" which have also been concurred by the Ministry of Human Resource Development, Govt. of India vide their letter F.No.1-9/2016-Skt.II dated 17th August, 2016.

These Bye-laws will be effective from 17th August, 2016 which is the date of concurrence of the Ministry of Human Resource Development and also the date of the Notification.

This issues with the approval of competent authority.


17/08/2016
[Prof. S. Subrahmanya Sarma]
Registrar I/c

Copy to:

1. PS to VC for information of Hon'ble Vice Chancellor
2. Registrar's Office
3. Principal/Principal I/c of all Campuses.
4. Deputy Director (Admn.) for information.
5. Deputy Director (Finance) for information.
6. Guard File

PART - I

RASHTRIYA SANSKRIT SANSTHAN

(Deemed to be university)

(Under the Ministry of Human Resource Development,

Department of Higher Education,

Government of India)

56-57, Institutional Area, Janakpuri,

New Delhi-110 058

In exercise of the powers conferred upon it under Rules-47 & 51 of revised Memorandum of Association, the Board of Management of the Rashtriya Sanskrit Sansthan (Deemed to be University), New Delhi hereby frames Bye-Laws of the Sansthan as under:-

1. SHORT TITLE AND COMMENCEMENT:

1.1 These Bye-Laws Governing the Recruitment Rules and Conditions of Appointment of the Teaching and the Non-Teaching Employees of Rashtriya Sanskrit Sansthan (Deemed to be University), 56-57, Institutional Area, Janakpuri, New Delhi-110058 shall be called hereafter **“The Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of Sansthan”**.

1.2 These Bye-Laws shall come into force w.e.f. the date of issue of notification.

2. EXTENT OF APPLICATION:

2.1 These Bye-Laws shall apply to all employees of the Rashtriya Sanskrit Sansthan (Deemed to be University).

3. AUTHORITY:

3.1 These bye laws have been framed under:

3.1.1 Rules-47 & 51 of the revised Memorandum of Association of Rashtriya Sanskrit Sansthan, New Delhi vide Registration No.S/4694 of 1970-71 as amended on 27.11.2012 under the Societies Registration Act, 1860 (Act XXI of 1860) duly approved by the Board of Management at its meeting held on 29.11.2012 keeping in view of the UGC (Institutions Deemed to be Universities) Regulations, 2010.

3.1.2 The guidelines of the University Grants Commission including the Notification, 1998 (Notified vide UGC's letter No.F.3-1/94(PS) dated 24.12.1998) subsequently amended and notified as Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2010 vide UGC's Notification No. F.3-1/2009 dated 30.06.2010. The UGC (Institutions Deemed to be Universities) Regulations, 2010 duly notified for

adoption vide UGC's Notification No. F.6-1(11)/2006(CPP-I) dated 21.05.2010. The UGC's letter No.F.20-1/2008 (CU) dated 23.10.2008 and the Ministry of Human Resource Development, Department of Higher Education's letter No. 1-32/2006-U.II/U.I (i & ii) dated 31.12.2008 relating to the revision of scale of pay of employees as per the 6th CPC recommendations and subsequent amendments.

4. DEFINITIONS:

4.1 In these Bye-Laws, unless otherwise stated:

- 4.1.1 'Sansthan' means Rashtriya Sanskrit Sansthan (Deemed to be University), New Delhi.
- 4.1.2 'Employee' means any person (teaching/non-teaching) duly appointed by the Sansthan on regular basis.
- 4.1.3 Temporary/Contract/Daily Wage-Worker means any person engaged on temporary/contract/daily wage basis directly by the Sansthan and not through any agency/labour contractor etc.
- 4.1.4 'Age' means the upper age limit as specified in the Schedule-II of these Bye-Laws.
- 4.1.5 'Board of Management' means the Board of Management of the Sansthan.
- 4.1.6 'Academic Council' means the Academic Council of the Sansthan.
- 4.1.7 'Finance Committee' means the Finance Committee of the Sansthan.
- 4.1.8 'Chancellor' means the Chancellor of the Sansthan.
- 4.1.9 'Vice-Chancellor' means the Vice-Chancellor of the Sansthan and includes Acting Vice-Chancellor or Vice-Chancellor In-charge.
- 4.1.10 'Pro-Vice-Chancellor' means Pro-Vice-Chancellor of the Sansthan.
- 4.1.11 'Registrar' means the Registrar of the Sansthan and includes Acting Registrar or Registrar In-charge.
- 4.1.12 'Finance Officer' means the Finance Officer of the Sansthan and includes Acting Finance Officer or Finance Officer In-charge.
- 4.1.13 'Controller of Examination' means Controller of Examination of the Sansthan and includes Acting Controller of Examination or Controller of Examination In-charge.
- 4.1.14 'Deputy Registrar' means Deputy Registrar of the Sansthan and includes Deputy Director.
- 4.1.15 'Deputy Controller of Examination' means Deputy Controller of Examination of the Sansthan.
- 4.1.16 'Assistant Registrar' means Assistant Registrar of the Sansthan and includes Assistant Director.
- 4.1.17 'Prescribed' means prescribed by Rules or Bye-Laws of the Sansthan.

- 4.1.18 'Memorandum of Association' means Memorandum of Association of the Sansthan.
- 4.1.19 'Bye-Laws' means the Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of Sansthan.
- 4.1.20 'Schedule' means a schedule appended to these Bye-Laws.
- 4.1.21 'Appointing Authority' means the authority competent to make appointment to that post under the Memorandum of Association of the Sansthan.
- 4.1.22 'UGC Regulations, 2009' means UGC Regulations for appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the maintenance of Standards in Higher Education, 2009.
- 4.1.23 'UGC Regulations, 2010' means UGC Regulations on minimum qualifications for appointment of Teachers and other Academic Staff in Universities and Colleges and measures for the maintenance of standards in Higher Education, 2010.
- 4.1.24 In these Bye-Laws, 'SC' means Schedule Caste, 'ST' means Schedule Tribe, 'OBC' means Other Backward Classes and 'PWD' means differently abled persons.

5. THE STAFF OF THE SANSTHAN SHALL BE CLASSIFIED AS:

- 5.1 Group "A" as defined by Government of India/UGC Regulations.
- 5.2 Group "B" as defined by Government of India/UGC Regulations.
- 5.3 Group "C" including Multi Tasking Staff (MTS) as defined by Government of India/UGC Regulations.

6. APPOINTING AUTHORITY:

- 6.1 The Appointing Authority for the posts in Group 'A' (teaching and non-teaching) shall be the Board of Management.
- 6.2 The Appointing Authority for the posts in Group 'B' and Group 'C' shall be the Vice-Chancellor.

7. SCHEDULE:

The number of posts, their classification, scales of pay and eligibility criteria and any other information relevant to the post attached thereto shall be as specified in Part-II in the respective schedules as given below:

Sl. No.	Schedule	Subject
1	Schedule-I	Cadre Strength
2	Schedule-II	Recruitment Rules including Eligibility Criteria and other information relevant to the post(s)
3	Schedule-III	Duties and Responsibilities

8. MODE OF RECRUITMENT:

8.1 The following shall be the mode of recruitment to various posts existing in the Sansthan:-

8.1.1 Direct Recruitment

8.1.2 Promotion

8.1.3 Deputation

8.1.4 Appointment on Temporary / Tenure / Contractual basis

9. PROCEDURES FOR ISSUE OF ADVERTISEMENT AND INVITING APPLICATIONS FOR ALL CATEGORIES OF POSTS (TEACHING AND NON-TEACHING):

9.1 Issue of Advertisement:-

9.1.1 The vacant Teaching and Non-teaching posts of permanent nature shall be filled by inviting applications from the Indian Citizens by advertisement in

(a) Employment News (at least one insertion)

(b) One Local / National Daily (at least one insertion)

(c) Website of the Sansthan i.e. www.sanskrit.nic.in .

9.1.2 Applications for the posts of temporary nature that are likely to continue, tenure/deputation posts and posts on short term/contractual engagements upto 90 days may be invited through any other mode of circulation such as the Circular or Notification on the Website and Notice Boards of the Sansthan.

9.1.3 Applications for short term or contractual engagement beyond 90 days and also for appointment by transfer on deputation shall be invited by giving at least one insertion in the 'Employment News' or one Local/National daily in addition to the website of the Sansthan.

9.1.4 Notwithstanding the contents mentioned above, the Sansthan may request the Employment Exchange to sponsor the candidates for non-teaching posts as per the educational qualifications, experience etc. prescribed in these Bye-Laws. In case, the required number of candidates is not sponsored by the Employment Exchange, the Sansthan may also issue at its discretion advertisement to attract more applications from the eligible candidates.

9.1.5 Notwithstanding the provisions mentioned at column No. 11 of each post under Schedule-II, the Sansthan may at its discretion decide to fill-up any vacancy on deputation or any other mode in the interest of the Sansthan with proper justification.

9.2 Date of issue of Advertisement:

In each case, the advertisement should be issued well in advance as per the requirement.

9.3 Validity period of Advertisement:

Where the Selection Committee has not met even after a lapse of 12 months w.e.f. the closing date of application for any post, the post shall ordinarily be re-advertised. Provided that if in the opinion of the Vice-Chancellor the circumstances so necessitate, he/she may extend the validity of the advertisement by such period as may be necessary to complete the process of recruitment.

9.4 Application Form:

9.4.1 Applications for all the posts shall be entertained only in the prescribed application forms, accompanied by a Bank Draft for the amount as fixed from time to time by the Sansthan.

9.4.2 The Bank Draft shall be made in favour of the Registrar, Rashtriya Sanskrit Sansthan. (Money Orders or Cheques shall not be accepted towards the application fee).

9.4.3 The candidates may download the application form from the Sansthan Website and send the same duly filled-in to the Designated Officer along with the prescribed application fee as per the advertisement.

9.4.4 The schedule of charges for the application forms and prescribed fees shall be as determined by the Vice-Chancellor from time to time. Necessary exemptions will be provided as per the Government of India Rules.

9.5 Receipt of applications after the last date:

9.5.1 Unless specifically provided in the advertisement, the closing date for receipt of application shall ordinarily be one month (latest date of appearance) from advertisement.

9.5.2 The Vice-Chancellor may at his discretion decide the closing date for receipt of application keeping in view the exigencies of the situation.

9.5.3 Incomplete applications and applications received after the due date will ordinarily be rejected.

9.6 In case the closing date is a holiday, the next working day shall be treated as closing/last date.

9.7 Application should be addressed to the Designated Officer, Rashtriya Sanskrit Sansthan (Deemed to be University) in a closed cover superscribing "Application for the post of along with the "Code No." of the post as prescribed in the advertisement.

9.8 Holding of Written Tests:

While filling the posts under direct recruitment, the Sansthan may hold the written tests for the posts even if it may not be prescribed in Schedule-II of these Bye-Laws.

10. MINIMUM QUALIFICATION AND EXPERIENCE:

For recruitment to various posts, the qualifications and experience shall be as prescribed in Schedule-II of these Bye-Laws. Where these are not prescribed in the Bye-Laws, the eligibility requirements for such posts shall be as prescribed by the Board of Management of Sansthan.

11. AGE LIMIT:

11.1 The age limit for appointment to various posts shall be as prescribed in Schedule-II of these Bye-Laws or as notified by Government of India/UGC from time to time.

11.2 Relaxation in age limit will be as prescribed in these Bye-Laws.

12. RESERVATIONS OF POSTS:

The policy of the Government of India with regard to the reservation as applicable for various categories of posts in recruitment / promotion etc. shall be followed.

13. CONSTITUTION AND ROLE OF THE SCREENING COMMITTEE:

13.1 The Vice-Chancellor may constitute a Screening Committee by inducting at least one outside expert in the relevant field in addition to the competent internal members. A nominee of the Vice-Chancellor shall be the Chairman of every Screening Committee of the Sansthan.

13.2 The Member-Secretary shall be a person as nominated by the Vice-Chancellor who shall place all the relevant documents including copy of the advertisement, Bye-Laws governing the method of recruitment and UGC's regulations/guidelines etc. to facilitate the Screening Committee to screen the eligible candidates.

13.3 The Screening Committee is expected to screen the applications and shortlist the candidates as per the eligibility criteria prescribed in the advertisement.

13.4 The Screening Committee is not expected to interpret the recruitment rules/guidelines of the regulatory bodies/terms of advertisement in order to justify the eligibility of any candidate.

- 13.5 Under no circumstances, the essential qualifications for any post mentioned in the advertisement in accordance with the recruitment rules/guidelines shall be relaxed/ modified/ altered by any committee/officers of the Sansthan in order to assess the eligibility of any candidate. In other words, the advertised qualifications and experience etc. shall remain intact in its original form and shall not be relaxed to the advantage of any candidate by the Screening Committee.
- 13.6 The Screening Committee shall also recommend the number of candidates to be called for interview. Normally the ratio should not exceed 1:20 maximum and minimum ratio shall not be less than 1:3.
- 13.7 If three candidates are not available to meet the minimum ratio, the post shall be re-advertised. However, if after re-advertisement, the minimum prescribed number of candidates is not available, then the Board of Management may permit the process of selection in public interest irrespective of the number of eligible candidates.
- 13.8 In case of posts in which there is a provision for holding a common written test, the candidates may be called for the written test notwithstanding the maximum prescribed ratio.

14. CONSTITUTION OF SELECTION COMMITTEES / DEPARTMENTAL PROMOTION COMMITTEES:

- 14.1 The Constitution of the Selection Committee/Departmental Promotion Committee are specified in the Schedule-II appended to these Bye-Laws. The Vice-Chancellor at his/her discretion may include the Head or any other senior member of the unit concerned in the Selection Committees/Departmental Promotion Committees at the time of selection / promotion to any post of the Sansthan. In addition to the above, the nominee(s) of the SC/ST community to be nominated by the Vice-Chancellor shall be included in the Selection Committees/Departmental Promotion Committees in case the SC/ST candidates are to be considered for interview/promotion.
- 14.2 Any other member/members shall also be included in the Selection Committees/Departmental Promotion Committees as per the directives of the Government of India/ UGC issued from time to time.
- 14.3 The nominated member(s) shall be required to disclose the conflict of interest, if any while participating the meeting of the Selection Committee.

15. DIRECT RECRUITMENT:

- 15.1 Recruitment to all academic posts shall be made in accordance with the guidelines prescribed by the University Grants Commission from time to time.
- 15.2 Recruitment to the posts other than academic posts shall be made according to the Recruitment Rules as prescribed in Schedule-II of the Bye-Laws.

- 15.2.1 Wherever, UGC guidelines in respect of any particular teaching or non-teaching post are not available or framed, the Sansthan shall frame recruitment rules, lay down the qualifications, experience and nature of duties etc. according to the requirement of the post. While framing such rules, reference may be made to the rules of other universities, academic institutions or Govt. of India organizations.
- 15.3 Recruitment to any regular post in the Sansthan shall be made on the recommendations of a duly constituted Selection Committee from amongst the eligible candidates as per the recommendations of Screening Committee which shall take all aspects into consideration while determining eligibility of the candidates strictly as per rule 13 of these Bye-Laws.
- 15.4 Based on the recommendations of the Selection Committee, the Board of Management/Vice-Chancellor may at its discretion sanction one time benefit or protect pay of any candidate joining from outside organizations as admissible under the Govt. of India/UGC rules, in case the candidate possesses higher qualification, experience, higher pay scale and professional expertise to the satisfaction of the Selection Committee.
- 15.5 In case of promotion, if the appointing authority is not in agreement with the recommendations of the DPC, it shall refer the matter to the Board of Management by recording the reasons for such disagreement. In this case, the decision of the Board of Management shall be final.
- 15.6 In case of promotion / appointment of Group 'A' posts, through the Selection Committee, the recommendations of the Selection Committee shall be placed before the Board of Management for approval. In case the Board of Management does not concur with the recommendations of the Selection Committee, it shall record its reasons and submit the case to the Chancellor for final orders under Rule-22(c) of the Memorandum of Association. The Chancellor shall take an appropriate decision which shall be final.

16. DEPUTATION:

- 16.1 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.
- 16.2 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 the resuming the duties by the officer against whose vacancy the deputationist was working.

- 16.3 Ordinarily no deputationist shall be absorbed in any cadre of the Sansthan after expiry of his/her deputation period unless the recruitment rules provide for it. In case, it is decided in the interest of the Sansthan to absorb any such person, then the Sansthan may take up the matter with his parent organization for concurrence after obtaining the option of the deputationist concerned. After obtaining the consent of the parent department, the case shall be placed before the Appointing Authority for a final decision.
- 16.4 In case he/she is absorbed in the Sansthan, he / she will be assigned the bottom seniority of that particular cadre as per the Govt. of India rule.

17. APPOINTMENTS/ENGAGEMENTS ON TEMPORARY/AD-HOC/CONTRACT BASIS:

- 17.1 The Sansthan shall ordinarily explore the possibilities of making engagement of workers in the sectors like the security, horticulture, casual labour, sanitation and other areas wherever possible through agencies by entering into contract for a specified period. For this purpose, the Sansthan shall follow the prescribed procedures of hiring of services such as issue of tender etc. after examining the justification, exigencies and financial implication followed by budget allocations.
- 17.2 The selection of agencies shall be made by inviting quotations on two-bid system (Technical and Financial) which shall be based on efficiency and reputation, past record, client feedbacks and compliance to the requirements of the regulatory authorities under the appropriate Government etc. on the technical qualifications and comparable rates quoted by the agencies technically qualified.
- 17.3 Where the hiring of services in any area/sector is not feasible, the Sansthan may consider appointments on temporary basis/ad-hoc/contract basis on the recommendation of a duly constituted committee provided that the candidates fulfill the eligibility criteria for the post as per the Bye-Laws and have applied in response to the advertisement issued by the Sansthan. Such appointments / engagements shall be made as per the requirement on approval of the competent authority.
- 17.4 Appointment on temporary / ad-hoc / contract basis for specific assignments shall be made by the Sansthan on consolidated pay, taking into consideration the nature of assignments and work load involved, and terms and conditions as may be agreed to between the Appointing Authority and the person appointed on such appointments. Such appointments shall be given for the specific period as decided by the competent authority from time to time keeping in view the exigency of work.
- 17.5 The engagement(s) on temporary/ad-hoc/contract basis under any Project / Scheme / Cell of the Sansthan shall be made as per the terms and conditions duly approved by the Appointing Authority keeping in view the guidelines of the Funding Agency.

- 17.6 The temporary service of any person who is an outsider or a non-permanent employee served in the Sansthan under any Scheme / Project / Cell / Programme duly sponsored by the UGC or any other organization, shall not be counted for seniority to determine his/her eligibility for promotion to any higher post. However, his/her seniority shall be determined from the date of regularization or merger of the Scheme/ Project / Cell, as the case may be.
- 17.7 In case of any permanent employee who has been appointed and permitted to join any Scheme / Project / Cell / Programme of the Sansthan by retaining lien on his/her permanent post and meanwhile the Scheme / Project / Cell / Programme is merged with the maintenance grant of the Sansthan, the period of his/her services rendered in the Scheme / Project / Cell / Programme shall be taken into account for all purposes.
- 17.8 Temporary/ad-hoc/contractual services shall not be counted for any purpose including seniority for promotion against any post.

18. PROMOTION:

- 18.1 Candidates to be considered for promotion must comply with the prescribed eligibility criteria as on the date of issue of the notification for holding the meeting of the Departmental Promotion Committee.
- 18.2 The promotion shall be made:
- (i) By Seniority cum Fitness which shall be determined by the length of the service in the feeder cadre and good service record as prescribed in the Bye-Laws.
 - (ii) Through Limited Departmental Test which shall be conducted ordinarily once in a year subject to availability of vacancy. The test shall be qualifying one unless otherwise specified and the percentage of qualifying marks shall be 40 and no grace mark will be awarded. However, relaxation in the qualifying marks to SC/ST candidate will be allowed as per extant rules.
 - (iii) In case of seniority cum fitness, inter-se seniority of SC/ST candidates is taken separately and zone of consideration will be applied wherever it is prescribed.
 - (iv) The papers and syllabus for limited departmental test shall be prescribed by the appropriate authority at the time of notification of the test.
 - (v) The panel framed, if any, on the basis of limited departmental test shall be valid for one year.
- 18.3 The promotion for incumbents of all the Non-teaching positions shall be done on the basis of All India Seniority of the Rashtriya Sanskrit Sansthan by treating each cadre of the campuses including the Headquarters under common cadre if the post are on All India Basis. Otherwise, the seniority shall be determined on local basis.

- 18.4 In case vacancies are available and candidates are not available for promotion in the feeder cadre, the competent authority may consider granting promotion on ad-hoc basis by relaxing the required length of service prescribed for promotion to the next higher cadre by 1 year.
- 18.5 The DPC should assess the suitability of the employees for promotion on the basis of their service records and the Annual Confidential Report/Annual Performance Appraisal Reports for five preceding years.
- 18.6 In case there is any adverse entry in the ACR/APAR or want of prescribed score in the APAR, the case of promotion shall not be considered unless and until the competent authority expunges such adverse entry.
- 18.7 If the competent authority does not expunge the adverse entry or increase the score, the employee concerned may have to wait for the required number of APARs carrying the prescribed bench marks as required for the post under these Bye-Laws.
- 18.8 The eligibility criteria, Vigilance Clearance Reports, CR/APAR folders/dossiers duly completed in all respects along with the seniority list of the eligible employees to be considered for promotion with full details of the number of vacancies, number of posts reserved for SCs/STs etc. shall be provided by the Administration to the DPC for consideration.
- 18.9 In the case of "Selection", the zone of consideration of eligible officers with extended zone for SCs/STs etc. to ensure the promotional chances against the reserved quota shall be decided by the DPC on the basis of the service record of the officers.
- 18.10 The assessment of each officer should be made on evaluation of their Confidential Reports/APARs for the preceding five years. The DPC should make its own assessment of the officers and shall determine the merit of those being assessed for promotion with reference to the benchmark "Good" i.e. minimum score 5 for all Group 'B' & 'C' posts and "Very Good" i.e. minimum score 7 for all Group 'A' posts and accordingly grade the officers as 'fit' or 'unfit' only.
- 18.11 Those who are graded as 'fit' shall be included in the select panel in order of their inter-se seniority in the feeder grade subject to availability of vacancies. Those employees who are graded 'unfit' by the DPC shall not be included in the Select panel. There shall be no supersession in promotion among those who are graded 'fit'.
- 18.12 The grading and score are quoted below:-

Sl. No.	Grading System and Score in APAR
(i)	Grade "between 8-10" shall be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for appointment/promotion.
(ii)	Grade "between 6 and short of 8" shall be rated as 'very good' and will be given a score of 7 for the purpose of calculating average scores for appointment/promotion.
(iii)	Grade "between 4 and short of 6" shall be rated as 'good' and will be given a score of 5 for the purpose of calculating average scores for appointment/promotion.
(iv)	Below 4 shall be given a score of 'zero'.

- 18.13 The meeting of the Departmental Promotion Committee (DPC) may be convened as and when required.
- 18.14 The administrative authorities shall ensure that the information furnished to Departmental Promotion Committee is accurate and in proper order in all cases and a certificate to this effect shall form part of the note for the DPC.
- 18.15 Penalties of any kind (major or minor) shall constitute a bar to one's eligibility for promotion or confirmation. However, minor penalty of "censure" would not constitute a bar to eligibility and consideration for the purposes of promotion/confirmation unless otherwise mentioned specifically in the order about such a bar to eligibility.
- 18.16 The following cases specifically if any shall be brought to the notice of the DPC:-
- (i) Employees under suspension;
 - (ii) In respect of whom a charge-sheet has been issued and disciplinary proceedings are pending; and
 - (iii) In respect of whom prosecution for a criminal charge has been pending.
- 18.17 The DPC shall assess their suitability without regard to the disciplinary aspect. The DPC findings shall be kept in a sealed cover and the fact recorded in the DPC proceedings. Same procedure shall be followed by the subsequent DPCs till the disciplinary / criminal cases are concluded. On the conclusion of the case, sealed cover will be opened. In case the officer is completely exonerated with honour, the due date of his promotion shall be determined w.e.f. the date of DPC in which his junior(s) was promoted and if necessary by reverting the junior most officiating person. The Appointing Authority shall decide whether and to what extent arrears of salary are to be paid. Where arrears are denied reasons are to be specifically recorded. If not exonerated, the findings of the sealed cover shall not be acted upon.
- 18.18 The cases of officers under cloud after clearance by the DPC shall be settled in accordance with the Government of India rules.

19. FUNCTIONS OF THE DPC:

- 19.1 The Departmental Promotion Committee (DPC) shall consider and make recommendations in all cases of:
- 19.1.1 Promotion against the Group 'A' and 'B' posts
 - 19.1.2 Promotion of the non-teaching employees of the Sansthan to the next higher post(s) in Group 'C' posts.

20. CONSTITUTION OF DPC:

The DPC shall be as prescribed in Schedule-II of these Bye-Laws for each post.

21. MODE OF PROMOTION:

- 21.1 The mode of promotion shall be as prescribed in these Bye-Laws.
- 21.2 Mere possession of eligibility conditions shall not entitle an employee to be promoted to the next higher post from the date of his/her eligibility. After completion of formalities such as Annual Performance appraisal reports (ACRs/APARs, vigilance clearance reports, the departmental promotion committee may be constituted to evaluate and assess the eligibility of the employees. The employees will be considered for promotion based on the recommendations of the DPC/Selection Committee duly approved by the Competent Authority of the Sansthan.
- 21.3 All promotions of the non-teaching staff shall take effect from the date as approved by the competent authority on the recommendations of the Department Promotion Committee.
- 21.4 The promotion of the teaching employees of the Sansthan under the Career Advancement Scheme shall take effect from the date of eligibility on recommendations of the duly constituted Screening cum Evaluation Committee/Selection Committee for the purpose as applicable, and approved by the competent authority. The Screening Committee while considering the cases will take into account conditions laid down in the guidelines of the UGC and Service Bye Laws/ Memorandum of Association of the Sansthan.
- 21.5 Wherever required, the competent authority may consider extension of probation beyond one year due to non performance/misconduct/misbehaviour.

22. AD-HOC PROMOTIONS:

- 22.1 In case there is an existing vacancy and no eligible employee is available in the feeder channel for promotion, the competent authority may consider relaxation of experience maximum by one year at his discretion to promote an employee on ad-hoc basis after completing all procedural formalities as laid down in the recruitment rules for the post. However, this arrangement may not be continued for more than one year in case the employee concerned is not considered for regular promotion. For purpose of promotion, the candidate must have maintained required benchmark in the preceding 3 years prior to the date of eligibility for such ad-hoc promotion.
- 22.2 Those employees who fulfill the requisite qualifications and experience and other eligibility criteria as per these Bye-Laws, may also be considered for ad-hoc promotion against the leave/lien/deputation vacancies. The adhoc promotees cannot claim their seniority in case they are promoted on regular basis immediately after the completion of the adhoc period. However this period of adhoc promotion shall count for the incremental pay in case of regularization without any break.

23. PANEL:

- 23.1 The panel drawn for promotion by the Departmental Promotion Committee shall normally be valid for one year w.e.f. the date of the DPC. The validity of the panel can be extended by another six months by the competent authority desirable cases. However, the panel will cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared, whichever is earlier.
- 23.2 In case of direct recruitment, the panel drawn on the recommendations of the Selection Committee for any post shall be valid for a period of one year.

24. ASSURED CAREER PROGRESSION SCHEME (ACP)/MACP/ CAREER ADVANCEMENT SCHEME (CAS):

- 24.1 The financial up-gradation under the Career Advancement Scheme (CAS) / ACP / MACP Scheme in respect of teaching and non-teaching staff of the Sansthan shall be allowed as per the provisions of the MoA, Bye-Laws of the Sansthan and orders/guidelines of UGC/Government of India as amended/issued from time to time.
- 24.2 The Assured Career Progression Scheme (ACP) shall be treated as valid upto 31.08.2008. The employees who are eligible for financial up-gradation as on 31.08.2008 shall be governed under the ACP Scheme.
- 24.3 The Modified Assured Career Progression Scheme (MACP) of the Govt. of India duly communicated for implementation by the UGC in respect of Non-Teaching officials shall be effective from 01.09.2008. Those employees who are eligible to be considered for financial up-gradation w.e.f. 1.9.2008 upto the grade pay of Rs.10,000/-.
- 24.4 In case of up-gradation of pay scale upto the level of Section Officer or equivalent, the Vice-Chancellor may nominate the Registrar to chair the meeting of the Screening Committee in case of employees of the headquarters and Professor In-charge/Principal of the respective campuses in case of the employees of the campus. The Vice-Chancellor shall also nominate at least one external expert and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI. However, for considering the cases of employees at the level of Assistant Registrar or equivalent post and above, the Vice-Chancellor shall chair the meeting of the Screening Committee and also nominate one external member not below the rank of Professor or its equivalent and other members representing SC/ST/OBC/PH/Minorities etc. wherever required as per the guidelines of the UGC/GOI.
- 24.5 Any discrepancy in the MACP Scheme shall be referred to the Board of Management whose decision shall be final.

25. PROBATION:

- 25.1 A person is appointed on probation in order to assess his suitability for absorption in the services to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion, extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.
- 25.2 Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed on issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.

26. PERIOD OF PROBATION:

- 26.1 Unless otherwise provided in schedule II of these bye laws, the period of probation shall be as prescribed by the Government of India which shall be on the following lines:

Sl.No.	Method of appointment	Period of probation
Promotion		
1.	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation
2.	Promotion from one Group to another e.g. Group 'B' to Group 'A'	2 years or the period of probation prescribed for the direct recruitment to the post, if any.
Direct Recruitment		
3.	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs.7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job; or 'Institution training'	2 years 1 year
4.	Officers re-employed before the age of superannuation	2 years
5.	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation

[DoPT OM N. 21011/2/80-Estt.(C) dated 19.05.1983 and OM No. AB.14017/83-Estt. (RR) dated 07.05.1984]

- 26.2 The appointing authority in case of direct appointment may at its discretion extend the period of probation by one year in case of unsatisfactory performance, misconduct or on ground of misbehaviour. In case there is no perceivable improvement despite all this, his/her services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice. The employee concerned may also exercise his/her option to quit by giving one month's notice or deposit one month's salary in lieu of notice.
- 26.3 In case of promotion, the appointing authority may at its discretion extend the probation by one year on ground of unsatisfactory performance, misconduct or misbehaviour. If it is found that there is no perceivable improvement despite all this, he/she shall be reverted to his/her parent post with immediate effect and consequently all the employees promoted against the consequential vacancies due to the promotion of this employee shall be reverted to their parent posts, in case they cannot be adjusted in any other similar vacant posts available at that point of time. If reversion is not feasible due to certain compelling reasons, the post held by the concerned employee be downgraded temporarily.
- 26.4 If an employee who is recruited/promoted to any post(s), avail leave on piecemeal basis or at a time for a period of two months or more during his/her probation period, his/her probation period shall be extended proportionately i.e. equal to the total period of leave availed by the employee concerned. The lapsable leave, maternity leave, paternity leave, commuted leave shall not be taken into account while computing the leave as mentioned above.
- 26.5 In order to avoid any anomalous situation, the cases of probation of officials should be reviewed in every six months. In case, the result of review of performance of an official is found indifferent, he/she should be warned of the consequences, i.e. termination of his/her services/reversion to the post from which he/she is appointed/promoted. Such a warning should be issued in advance after which the performance of the official concerned should be continuously kept under observation.
- 26.6 No application for outside employment shall ordinarily be forwarded during the period of probation in case of temporary employee of the Sansthan. However, in case his/her request has been considered by the competent authority of the Sansthan at his/her discretion, an undertaking shall be obtained while forwarding application, that he/she would resign the post in the event of his/her selection in other department.

27. CONFIRMATION:

- 27.1 Confirmation of the non-teaching employees (Group 'B' & 'C') on their respective posts will be subject to satisfactory completion of probation period.
- 27.2 As regards the confirmation of the Group 'A' officers (other than teachers), their cases shall not be placed before the DPC and the order of confirmation to the incumbents shall be issued with the approval of the competent authority after completing the required formalities such as vigilance clearance, performance appraisal reports carrying the prescribed bench-marks (i.e. the score of 7).

- 27.3 The confirmation of teaching staff shall be done based on the vigilance clearance report by the CVO and satisfactory performance report duly certified by the HoD/Dean and accepted by the Vice-Chancellor.

28. POWER TO RELAX:

- 28.1 Relaxation in age and experience etc. may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PH or other reserved categories as per the UGC/ Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever, relaxation of qualification including percentage of marks is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
- 28.2 The relaxation in age shall also be given in respect of the following categories as mentioned against each:-

Sl. NO.	<u>CATEGORIES OF PERSONS</u>	<u>EXTENT OF AGE RELAXATION</u>
1.	Employees of Rashtriya Sanskrit Sansthan	Age limit shall not apply
2.	Contract/Daily Wage-Workers of Rashtriya Sanskrit Sansthan.	Condonation of age in these cases shall be strictly limited to the period proportionate to the period of service rendered at the Sansthan not exceeding 5 years. However, this provision will not be applicable in case of a person engaged in the Sansthan through any contract agency or labour contractor/ firm.
3.	Employees of the Central Government/ State Government/ Central Universities/ Deemed to be Universities/ Other Central autonomous bodies/ organisations/ Institutions/ Public Sector Undertakings/ Reputed Corporates/ Banks	Age limit shall not apply

29. AGE OF SUPERANNUATION:

The age of superannuation of teaching and non-teaching employees shall be mentioned in the Schedule-II appended to these Bye-Laws or as amended by the Government of India/UGC from time to time.

30. DISQUALIFICATION:

- 30.1 Following shall be disqualifications for employment in the Sansthan:

- 30.1.1 Person who has entered into or contracted a marriage with a person having a spouse living or

- 30.1.2 Person having a spouse living has entered into or contracted a marriage with any person.

Provided that the Competent Authority of the Sansthan may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of these rules.

- 30.1.3 Canvassing in any form, bringing any undue influence/pressure in favour of his/her candidature.

- 30.1.4 Any other circumstances which may be notified by UGC/Govt. of India from time to time.

31. DISCIPLINE / VIGILANCE CLEARANCE REPORTS:

- 31.1 Candidate who is already in service should submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceeding is pending or contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application or at the time of interview.
- 31.2 Persons who are not in employment shall be required to submit the Character Certificate in the form of Affidavit duly sworn in before the Oath Commissioner/Notary Public.
- 31.3 Wilful suppression of factual information or any document 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 achievements, caste, educational qualifications, experience or domicile etc., may lead to appropriate disciplinary action.

32. REMOVAL OF DIFFICULTIES:

- 32.1 The Board of Management may from time to time, issue such general and specific directions as may be necessary to remove difficulties in the operations of any of the provisions of these rules.
- 32.2 All existing rules and orders in relation to the matters covered under these Bye-Laws, shall stand superseded but any action already taken by or in pursuance to such existing rules and orders shall be deemed to have been taken under these Bye-Laws.

33. INTERPRETATION:

Any ambiguity or lack of clarity with regard to any clause of the Bye-Laws, the decision of the Board of Management shall be final.

34. AMENDMENT OF BYE-LAWS:

The Board of Management shall have the power to amend, modify, change, withdraw, suspend and relax any or all of these Bye-Laws.

35. RESIDUARY MATTERS:

35.1 The Government of India Rules/UGC Guidelines shall be applicable mutatis-mutandis in respect of all matters not specifically provided for in these Bye-Laws.

35.2 Wherever the provision in these Bye-Laws are found to be in conflict with any provision of the MoA, the provision of the MoA shall prevail.

36. LIABILITY OF OFFICERS TO SERVE IN INDIA OR/AND ABROAD:

Employees appointed shall be liable to serve/to be transferred anywhere in India or/and abroad.

37. TERRITORIAL JURISDICTION:

In case of any disputes, the territorial jurisdiction for adjudication shall be as per the exiting legal provisions.

38. GENERAL TERMS AND CONDITIONS OF RECRUITMENTS:

38.1 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 if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.

38.2 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.

38.3 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 failing which he/she shall not be interviewed. The application for appointment on deputation may be forwarded by the employer along with the CR/APAR dossiers duly certified by the Competent Authority with the consent to agree to the terms and

conditions of deputation as per GOI rules for the desired periods through proper channel.

- 38.4 For all teaching posts, the research publications of a candidate shall mean his/her original contributions/works which have been published in the journal of repute/referred journals or standard published works. The publications must display the originality of the author with an innovative mind indicating scholarship. Under no circumstances editing of collected articles/materials which have already been published earlier can be equated with publications as this work does not meet the afore-mentioned objectives and requirements. The publications or academic credentials already considered once at the time of promotion/up-gradation under the CAS shall not be considered again for next up-gradation/promotion under the CAS.
- 38.5 The Sansthan may scrutinize the authenticity of the research output & publications, study materials, articles, status of journals etc. of any candidate through 3 external experts in the relevant field at any point of time and even at a later stage after appointment. In case it is found that the candidate has furnished misleading information/false documents/pirated publications etc. the appointing authority may cancel the appointment/promotion as the case may be.
- 38.6 In case of cancellation of appointment/promotion, the candidate shall not be eligible for consideration for a period of minimum one year however such period may be decided by the Vice-Chancellor keeping in view of the gravity of the offences committed. The disciplinary authority may also initiate appropriate action if necessary.
- 38.7 The Sansthan shall make the above provision adequately clear to the candidates/employees through the letter of offer. The candidate/ employee shall acknowledge acceptance of this condition before the appointment letter is issued.
- 38.8 In case of any dispute, the appeal shall lie with the Board of Management.
- 38.9 With regard to any ambiguity relating to the recruitment rules in general and eligibility in respect of any post in particular and also appeal against the decision of the competent authority arising out of appointment/promotions, the decision of the Board of Management shall be final.
- 38.10 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.
- 38.11 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.

- 38.12 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.
- 38.13 The confirmation of the service of employee will be subject to verification of conduct, character, antecedents etc. and if it is not found to be satisfactory, the provisional appointment shall be withdrawn/cancelled/terminated forthwith without notice.
- 38.14 The selected candidate will also have to undergo a medical examination/test to ascertain his/her medical fitness for the post prior to joining. In case, he/she is not found to be fit by the authorized medical authorities, the offer of appointment shall be treated as withdrawn. The persons already holding employment under Government or Autonomous Bodies, may submit Medical Fitness Certificate from any Government Hospital at the place of his/her work duly countersigned by the Civil Surgeon or Chief Medical Officer of the concerned district. For others, the medical examination has to be carried out by any hospital or Health Care Unit/Government Dispensary as authorized by the Sansthan.
- 38.15 The terms and conditions of Appointment/Engagement shall be communicated in the "Offer of Appointment/Engagement" to the Selected Candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment/engagement letter within the stipulated time period, the offer shall be treated as withdrawn and no further communication shall be entertained in this regard.
- 38.16 The selected candidates will be required to perform duties as per the Schedule prescribed in the Bye-Laws of the Sansthan as amended from time to time. The Sansthan may assign any duty as per the exigency of the situation.
- 38.17 The selected candidate shall be governed by the "Pension Rules" of the Govt. of India as in force and as applicable to the employees of the Sansthan from time to time.
- 38.18 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.
- 38.19 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.
- 38.20 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.

- 38.21 The minimum educational qualification and teaching experience, constitution of Selection Committee, prescribed quota, method of recruitment or any other eligibility criteria etc. for direct recruitment or promotion/placement on the posts of Professor, Associate Professor, Assistant Professor, Librarian, Controller of Examination, Registrar, Finance Officer, Controller of Examination, Deputy Registrar, Assistant Registrar, Assistant Librarian and equivalent posts shall be governed as per the UGC's guidelines/regulations. Any amendment(s) to the Notification / Regulations / Guidelines of the UGC / Government of India in future shall be deemed to have been adopted by the Sansthan for implementation in supersession of the existing provisions already adopted and incorporated in these Bye-Laws.
- 38.22 The past services of the teachers and academic staff of the Sansthan for the purpose of Career Advancement Scheme shall be counted as prescribed in the UGC Guidelines.
- 38.23 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.
- 38.24 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

- 38.25 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.
- 38.26 A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC's Regulation, 2010 at Appendix-III.
- 38.27 Each Professor/Associate Professor/Assistant Professor shall be required to engage himself/herself in Research and Publication activities of the Sansthan, project work sponsored by the UGC or any other funding agency, consultancy work or any other academic/allied activities in addition to the prescribed teaching / other extra-curricular activities. These activities shall be assessed and reviewed by the Administration periodically or at the time of assessment / review by experts of the relevant field.
- 38.28 Each Professor / Associate Professor / Assistant Professor may be required to teach any other subject(s) besides the subject for which he / she is appointed, as and when required to meet the exigency of situation.
- 38.29 The candidate applying for the teaching posts must possess the Post-Graduate / NET/ M.Phil /Ph.D. degree in the relevant subject as per the guidelines of the UGC/NCTE.

- 38.30 At the time of recruitment, a service agreement should be executed between the Sansthan and the teacher concerned and a copy of the same should be deposited with the Registrar. Such service agreement shall be duly stamped as per the rates applicable.
- 38.31 Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of interview. 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 interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
- 38.32 The Sansthan reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever. If any vacancy arises after recruitment to a particular post due to whatsoever reasons, the vacancy may be filled up from the panel of that post.
- 38.33 The Sansthan reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
- 38.34 The Sansthan reserves the right to increase or decrease the vacancies according to the circumstances.
- 38.35 The Sansthan reserves the right to reject any application without assigning any reason thereof.
- 38.36 The Sansthan reserves the right to appoint a Consultant for a definite period as per the requirement on the payment term as prescribed by the Government of India/UGC in case of any exigency.
- 38.37 If any advertisement for any post(s) is withdrawn due to whatever reasons, the application fee or any other fee collected from the candidates shall be refunded.
- 38.38 Interim enquiries shall not be entertained.
- 38.39 Applicants are required to apply on separate form for each post. Each application without the required application fee by way of A/c payee draft shall be rejected. Cheque(s) shall not be accepted under any circumstances.
- 38.40 The Sansthan shall not be responsible for any postal delay. The candidate shall be required to submit the list of enclosures and also write his / her complete information with regard to his/her correspondence and permanent address with pin code, telephone numbers, cell-phone numbers, e-mail ID, if any in the application which will facilitate communication at any point of time.
- 38.41 For any clarification, the candidates may contact the Office of Registrar or any other designated Officer of the Sansthan in writing. In case of any grievance, the candidate may write to the Registrar/Vice-Chancellor sufficiently in advance.

PART - II

Schedule - I

SCHEDULE - I CADRE STRENGTH

SANCTIONED POSTS

Sl. No	Name of the Post	Pay Scale	*Sanctioned Strength	Remarks
<u>ACADEMIC POSITIONS: TEACHING</u>				
1.	Vice-Chancellor	Rupees 75,000/- fixed plus special pay	1	
2.	Professor	PB-4: Rs.37400-67000 + AGP Rs.10000	10	
3.	Principal/Professor In-charge of Campus*	PB-4: Rs.37400-67000 + AGP Rs.10000	9	Post of Principal is being converted to Professor In-charge of Campus.
4.	Associate Professor	PB-4: Rs.37400-67000 + AGP Rs.9000	33	
5.	Assistant Professor	PB-3: Rs.15600-39100 + AGP Rs.6000	149+30*	
<u>ACADEMIC POSITIONS: NON-TEACHING</u>				
6.	Assistant Director of Physical Education	PB-3: Rs.15600-39100+ AGP Rs.6000	4	
7.	Assistant Librarian	PB-3: Rs.15600-39100+ GP Rs.6000	4	
<u>NON-ACADEMIC POSITIONS:</u>				
8.	Registrar	PB-4: Rs.37400-67000 + GP Rs.10000	1	
9.	Controller of Examination	PB-4: Rs.37400-67000 + GP Rs.10000	1	
10.	Project Officer	PB-3: Rs.15600-39100+ GP Rs.7600	1	
11.	Deputy Registrar/ Deputy Director*	PB-3- Rs. 15600-39100 + GP 6600/- {PB-3- Rs. 15600-39100 + GP 7600/- in case of Deputy Registrar}	2	Proposal submitted to GOI for rationalization of 2 posts of DD as DR.
12.	Deputy Registrar/ Deputy Director* (Finance)	PB-3- Rs. 15600-39100 + GP 6600/- {PB-3- Rs. 15600-39100 + GP 7600/- in case of Deputy Registrar}	1	Proposal submitted to GOI for rationalization of 1 post of DD as DR.
13.	Deputy Controller of Examination*	PB-3- Rs. 15600-39100 + GP 6600/- {Proposed to be replaced in PB-3- Rs. 15600-39100 +GP 7600/- }	1	Proposal submitted to GOI for rationalization of 1 post of DD as DR.
14.	Assistant Registrar/ Assistant Director*	PB-2: Rs.9300-34800+ GP Rs.5400/- {PB-3- Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar}	3	Proposal submitted to GOI for rationalization of 3 posts of AD as AR.
15.	Accounts Officer (Internal Audit)/Assistant Registrar (Finance)*	PB-2: Rs.9300-34800+ GP Rs.4600/- {PB-3- Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar}	1	Proposal submitted to GOI for rationalization of 1 post of AO (IA) as AR(F).

16.	Junior Lecturer	PB-2: Rs.9300-34800+ GP Rs.4800	1	
17.	Section Officer	PB-2: Rs.9300-34800+ GP Rs.4600	24	
18.	Curator	PB-2: Rs.9300-34800+ GP Rs.4600	1	
19.	Assistant	PB-2: Rs.9300-34800+ GP Rs.4200	22	
20.	Stenographer Grade-I / Personal Assistant	PB-2: Rs.9300-34800+ GP Rs.4200	6	
21.	Instructor	PB-2: Rs.9300-34800+ GP Rs.4200	2	
22.	Library Pandit	PB-2: Rs.9300-34800+ GP Rs.4200	1	
23.	Manuscript Pandit	PB-2: Rs.9300-34800+ GP Rs.4200	1	
24.	Copyist	PB-2: Rs.9300-34800+ GP Rs.4200	1	
25.	Professional Assistant	PB-2: Rs.9300-34800+ GP Rs.4200	12	
26.	Technical Lab Assistant	PB-1: Rs.5200-20200+ GP Rs.2800	2	
27.	Upper Division Clerk	PB-1: Rs.5200-20200+ GP Rs.2400	31	
28.	Stenographer Grade-II	PB-1: Rs.5200-20200+ GP Rs.2400	9	
29.	Lower Division Clerk	PB-1: Rs.5200-20200+ GP Rs.1900	55	
30.	Staff Car Driver	PB-1: Rs.5200-20200+ GP Rs.1900	4	
31.	Library Attendant	PB-1: Rs.5200-20200+ GP Rs.1800	8	
32.	Multi Tasking Staff (MTS)	PB-1: Rs.5200-20200+ GP Rs.1800	95	

***Note:-**

1. The sanctioned strength may be increased or decreased consequent upon the creation of new posts or abolition of the sanctioned posts or transfer of posts from one department to another department or rationalization / change of nomenclature of posts.
2. 31 posts of Assistant Professor are sanctioned by MHRD in lieu of posts of Junior Lecturers/PGT/TGT/RA subject to the condition that these posts will be automatically abolished on retirement of persons appointed against these posts.
3. In consonance with the UGC maintained Deemed to be University pattern, proposal submitted for rationalisation of 3 posts of Deputy Director (Academic, Finance & Administration) and 1 post of Deputy Controller (Examination) in the grade of Rs. 15600 - 39100 + GP 6600 as Deputy Registrar and Deputy Controller (Exam.) in the grade of Rs. 15600 - 39100 + GP 7600 is under consideration of the MHRD, Govt. of India.
4. In consonance with the UGC maintained Deemed to be University pattern, proposal submitted for rationalisation of 3 posts of Assistant Director in the grade of Rs. 9300-34800+GP 5400 as Assistant Registrar in the grade of Rs.15600-39100+GP5400 is under consideration of the MHRD, Govt. of India.
5. In consonance with the UGC maintained Deemed to be University pattern, proposal submitted for rationalisation of 1 post of Accounts Officer in the grade of Rs.9300-34800+GP4600 as Assistant Registrar in the grade of Rs.15600-39100+GP5400 is under consideration of the MHRD, Govt. of India.
6. The Sansthan has submitted the proposal to the Ministry of HRD for creation of posts on account of increase in number of campuses/teaching load/additional consequential administrative work from time to time.

Schedule - II

SCHEDULE-II**RECRUITMENT RULES / ELIGIBILITY CONDITIONS AND OTHER INFORMATION
RELEVANT TO THE POSTS**

1.	Name of the Post	VICE-CHANCELLOR
2.	Number of Post	01
3.	Scale of Pay	Rs.75,000/- fixed plus special pay as per UGC Regulations, 2010
4.	Whether Selection Post or Non-Selection Post.	Selection
5.	Age limit for direct recruitment	65 years with a provision of relaxation in deserving cases.
6.	Educational & Other qualifications	<p><u>Essential :</u></p> <p>(i) A Post-Graduate Degree in Sanskrit from a recognized University / Institution.</p> <p>(ii) Doctorate in Sanskrit from a recognised University / Institution.</p> <p>(iii) Published work as evidenced in authoring Books or Original research articles published in reputed international or national journals.</p> <p><u>Desirable:</u></p> <p>(i) A formal degree in any allied / related discipline.</p> <p>(ii) Participation in National and International seminars etc. and presented papers independently.</p> <p>(iii) Practical knowledge of English and Hindi and Pali / Prakrit.</p> <p><u>Experience:</u></p> <p><u>Academic:</u></p> <p>(a) At least 10 years teaching experience as Professor in the pay scale as prescribed by the UGC in a University system or 10 years of experience in an equivalent position in a reputed research and/or academic administrative organisation.</p> <p>(b) Experience of imparting Research Guidelines of imparting Research Guidance (i.e. experience of having guided successful Ph.D. or M.Phil. students.</p> <p>(c) Use of innovative pedagogic techniques for teaching of Sanskrit at all levels.</p>

		<p><u>Administrative:</u></p> <p>(a) 5 yeas administrative experience as Dean of the faculty / Principal of a Post Graduate College / Rector / Vice-Chancellor of a University / Head of a University / Department.</p> <p>(b) Sound administrative acumen, leadership qualities with vision and foresight.</p> <p>(c) Familiarity with government policy, rules and procedures.</p>						
7.	Tenure	<p>5 years. He shall be eligible for consideration for appointment for the 2nd term, provided that in no case he shall hold office beyond the age of 70 years.</p> <p>(a) Provided that notwithstanding the expiry of the said period of 5 years, he can continue in office till successor is appointed and assumes office, but not beyond six months, with the prior approval of ACC.</p> <p>(b) Provided further that a period appointed as Vice-Chancellor shall retire from office during tenure of his office or extension thereof, if any when he completes the age of 70 years.</p> <p>(c) If the office of the Vice-Chancellor becomes vacant due to death, resignation illness or any other cause, the senior most Professor shall perform the duties of Vice-Chancellor until the existing Vice-Chancellor resumes duties or an alternative arrangement is made to entrust additional / current charges of the post of someone with the approval of ACC.</p>						
8.	Mode of Recruitment	Direct Recruitment on Contract						
9.	In case of promotion Absorption / deputation grades from which it should be made	Not Applicable						
10.	Composition of Search-cum-Selection Committee	<table><tr><td>1.</td><td>A Nominee of the Chancellor</td></tr><tr><td>2.</td><td>A Nominee of Central Government; who shall be an eminent academician nominated by the Government in consultation with the UGC.</td></tr><tr><td>3</td><td>A Nominee of the Board of Management. The Committee shall be chaired by the nominee of the Board of Management.</td></tr></table>	1.	A Nominee of the Chancellor	2.	A Nominee of Central Government; who shall be an eminent academician nominated by the Government in consultation with the UGC.	3	A Nominee of the Board of Management. The Committee shall be chaired by the nominee of the Board of Management.
1.	A Nominee of the Chancellor							
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3	A Nominee of the Board of Management. The Committee shall be chaired by the nominee of the Board of Management.							

1.	Name of the Post	PROFESSOR / PROFESSOR IN-CHARGE OF CAMPUS wherever applicable. (The present post of Principal have been proposed to be converted to the post of Professor)
2.	Number of Post(s)	Sanctioned strength
3.	Classification	Group 'A'
4.	Scale of Pay	PB-4: Rs.37400-67000+AGP Rs.10,000 or as per the guidelines of the UGC (those Professors who are appointed as Professor In-charge of Campus hither to Principal shall be eligible for special allowance as per UGC Regulations, 2010 which is at present Rs.3000/- p.m.)
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972	NO
6.	Whether Selection Post or Non-Selection Post.	Selection
7.	Age limit for direct recruitment	N.A.
8.	Educational & Other qualifications	<p><u>Eligibility:</u></p> <p><u>*Essential:</u></p> <p>(i) An eminent scholar with Ph.D. qualifications(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.</p> <p>(ii) A minimum of ten years of teaching experience in university/college, and/or experience in research at the University/National level institutions/industries, including experience of guiding candidates for research at doctoral level.</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.</p> <p>(iv) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations, 2010 in Appendix III.</p> <p style="text-align: center;">OR</p> <p>An outstanding professional, with established reputation in the relevant field, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline, to be substantiated by credentials.</p>

		<p>* (i) The candidates while submitting the applications as per the afore-mentioned qualification requirements must ensure that they have the Post-Graduate Degree in the relevant subject. They must also ensure that their Ph.D degree and publications etc. shall be in Sanskrit language. In addition to the above, they must have the teaching/research experience in the relevant subject as per the advertisement.</p> <p>*(ii) In addition to the essential qualification, the competent authority may prescribe any other qualification as desirable qualification.</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
12.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairperson	Vice-Chancellor
		Member	An academician in the relevant field who is the nominee of the Chancellor
		Members	Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management
		Member	Dean of the concerned Faculty, wherever applicable
		Member	Head of the Department
		Member	An academician representing SC/ST/ OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.

		i) Any other member/members to be included as per the directives of the UGC issued from time to time.
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time.
16.	Remarks	<p>(i) Duties & Responsibilities shall be as mentioned in the Schedule-III of these Bye-Laws.</p> <p>(ii) Applicants for modern/language/social science subjects viz. English, Hindi, Sociology, Political Science, Economics, Philosophy, Yoga, Vaastu, Environmental Studies, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background.</p>

Professor (Department of Education):

****Essential:**

1. A Master's Degree in Sanskrit and Shiksha Acharya/M.Ed. with a minimum of 55% with of marks (or an equivalent grade in a point scale wherever grading system is followed) in both;

OR

M.A (Education) with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and Shiksha Shastri/B.Ed. (Sanskrit) with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed).

2. Vidya Varidhi/Ph.D. in Education; and
3. At least ten years of teaching experience in university department of education or college of education, of which a minimum of five years at the M.Ed. level an published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.
4. Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process.
5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC's Regulation, 2010 at Appendix-III.

***Note:-**

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) The candidates have the ability to teach in Sanskrit language.
- (3) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit, experience acquired on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons for selecting candidate without Sanskrit background.**

1.	Name of the Post		ASSOCIATE PROFESSOR
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-4: Rs37400-67000 + AGP Rs.9,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications		<p><u>Eligibility: -</u></p> <p><u>*Essential:</u></p> <p>(i) Good academic record with a Ph.D Degree in the concerned/allied/relevant discipline.</p> <p>(ii) A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>(iii) A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a university, college or accredited research institution excluding the period of Ph.D. research with evidence of published work and a minimum of 5 publications as books and/or research/policy papers.</p> <p>(iv) Contribution to educational innovation, design of new curricula and courses, and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students.</p> <p>(v) A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), set out in the UGC Regulations, 2010 in Appendix III.</p> <p>* (i) The candidates while submitting the applications as per the afore-mentioned qualification requirements must have the Post-Graduate Degree in the relevant subject. They must also ensure that their Ph.D degree and publications etc. shall be in Sanskrit language. In addition to the above, they must have the teaching/research experience in the relevant subject as per the advertisement.</p>

		*(ii) In addition to the essential qualification, the competent authority may prescribe any other qualification as desirable qualification.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
12.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairperson	Vice-Chancellor
		Member	An academician in the relevant field who is the nominee of the Chancellor
		Members	Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management
		Member	Dean of the concerned Faculty, wherever applicable
		Member	Head of the Department
		Member	An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.
		i) Any other member/members to be included as per the directives of the UGC issued from time to time.	
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	

15.	Age of Superannuation	65 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks	<p>(i) Duties & Responsibilities shall be as mentioned in the Schedule-III of these Bye-Laws.</p> <p>(ii) Applicants for modern/language/social science subjects viz. English, Hindi, Sociology, Political Science, Economics, Philosophy, Yoga, Vaastu, Environmental Studies, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background.</p>

Associate Professor (Department of Education) :

****Essential:**

1. A Master's Degree in Sanskrit and Shiksha Acharya/M.Ed. with a minimum of 55% with of marks (or an equivalent grade in a point scale wherever grading system is followed) in both;

OR

M.A (Education) and Shiksha Shastri/B.Ed. (Sanskrit) with a minimum of 55% marks (or an equivalent grade in a point scale wherever grading system is followed).
2. Vidya Varidhi/Ph.D. in Education
3. A minimum of eight years teaching experience in university department of education or college of education, with a minimum of three years at the M.Ed. level and has published work with a minimum of 5 publications as books and/or research/policy papers in the relevant area of specialization.
4. Contribution to educational innovation, design of new curricula and courses and technology - mediated teaching learning process with evidence of having guided doctoral candidates and research students
5. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS) set out in the UGC's Regulation, 2010.

***Note:-**

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) The candidates have the ability to teach in Sanskrit language.
- (3) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit, experience acquired on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons for selecting candidate without Sanskrit background.**

1.	Name of the Post		ASSISTANT PROFESSOR
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3: Rs.15600-39100+AGP Rs.6,000 or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications	<p><u>Eligibility:</u></p> <p><u>Essential:</u></p> <p>(i) Good academic record with at least 55% of the marks or, an equivalent grade of B in the 7 point scale with latter grades O,A,B,C,D,E & F at Acharya / Master's degree level, in the relevant subject from an Indian University or, an equivalent degree from an accredited foreign university.</p> <p>(ii) Besides fulfilling the above-mentioned qualifications, candidates should have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>*(iii) Notwithstanding anything contained in afore-mentioned clauses (i) and (ii) of Clause 4.4.1 of the UGC Regulations, 2010, candidate, who are, or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities.</p> <p>(iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.</p> <p>* (i) Notwithstanding the conditions prescribed for exemption of NET/SLET/SET as at (iii) above, it must be ensured that the candidates seeking exemption from NET/SLET/SET must have acquired Ph.D. degree in the relevant subject as</p>	

		<p>per the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree) Regulations, 2009 failing which their candidature shall not be considered. Further, the candidates must have cleared the eligibility test such as NET/SLET/SET in the concerned subject only without which their candidature shall not be considered.</p> <p>*(ii) The candidates while submitting the applications as per the afore-mentioned qualification requirements must have the Post-Graduate Degree in the relevant subject preferably with Sanskrit language as the medium of instruction. In addition to the above, they must have the teaching/research experience in the relevant subject as per the advertisement.</p> <p>*(iii) In addition to the essential qualification, the competent authority may prescribe any other qualification as desirable qualification.</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of internal candidates	Yes	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct Recruitment	
12.	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairperson	Vice-Chancellor
		Member	Nominee of the Chancellor having expertise in the concerned subject
		Members	Three experts in the concerned subject /field nominated by the Vice-Chancellor out of the panel of names approved by the Board of Management
		Member	Dean of the concerned Faculty
		Member	Head of the Department

		Member	An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any of the candidate representing these categories is the applicant and if any of the above-mentioned members of the selection committee do not belong to that category.
			i) Any other member/members to be included as per the directives of the UGC issued from time to time.
14.	Scales proposed to be given in the Career Advancement Scheme as approved by Government of India		As per the guidelines of the UGC/Govt. of India
15.	Age of Superannuation		65 years or as per the directive of the UGC/Govt. of India as amended from time to time
16.	Remarks		<p>(i) Duties & Responsibilities shall be as mentioned in the Schedule-III of these Bye-Laws.</p> <p>(ii) Applicants for modern/language/social science subjects viz. English, Hindi, Sociology, Political Science, Economics, Philosophy, Yoga, Vaastu, Environmental Studies, Computer Science, Physical Education or any other subject introduced in future may apply even without any Sanskrit background.</p>

Essential:

****A. Eligibility for Assistant Professor for Foundation Courses:**

- (i) A Master's Degree in Arts/ Sciences/ Humanities with 55 % marks (or an equivalent grade in a point scale wherever grading system is followed).
 - (ii) M.Ed with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed)
 - (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in the relevant subject conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
 - (iv) Notwithstanding anything contained in clause (i), (ii) & (iii) above, the candidates, who are, or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in University.
 - (v) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
 - (vi) Ability to teach through the medium of Sanskrit
- OR
- (i) M.A in Education with 55% marks (or an equivalent grade in a point scale wherever grading system is followed);

- (ii) B.Ed with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in the relevant subject conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iv) Notwithstanding anything contained in clause (i), (ii) & (iii) above, the candidates, who are, or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in University.
- (v) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
- (vi) Ability to teach through the medium of Sanskrit

****B. Eligibility for Assistant Professor for Methodology Courses:**

Essential:

- (i) A Master's Degree in subject with 55% of marks (or an equivalent grade in a point scale wherever grading system is followed);
- (ii) M.Ed Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed);
- (iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) in the relevant subject conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iv) Notwithstanding anything contained in clause (i), (ii) & (iii) above, the candidates, who are, or have been awarded a Ph.D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D Degree) Regulations, 2009 shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor in University.
- (v) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.
- (vi) Ability to teach through the medium of Sanskrit
- (v) Any other stipulation prescribed by the UGC/any such affiliating body/State Government, from time to time for the post of Assistant Professors, shall be mandatory.
Provided that at least one Assistant Professor should have specializations in ICT and another in the special education.

Note:- Any other stipulation prescribed by the UGC/any such affiliating body/State Government, from time to time for the post of Assistant Professors, shall be mandatory. Provided that at least one Assistant Professor should have specializations in ICT and another in the special education

***Note:-**

- (1) The degrees of Shiksha Shastri and Shiksha Acharya shall be considered equivalent to B.Ed and M.Ed respectively as per the Office Memorandum No.14021/5/96-Estt(D) dated 9.8.1996 of the Govt. of India, Ministry of Personnel, P.G. & Pensions, (Department of Personnel & Training).
- (2) The candidates have the ability to teach in Sanskrit language.
- (3) In order to assess the ability of the candidates to teach in Sanskrit language, the Selection Committee shall consider their educational qualifications in Sanskrit, experience acquired on teaching/research positions or significant contributions to educational innovation, design of curricula/courses and/or research aptitude evidenced by quality of publications etc. specifically in the Sanskrit language at the time of interview. The outcome of such consideration regarding the ability and suitability of the candidate to teach in Sanskrit medium shall be mandatorily recorded in the minutes of the Selection Committee. **In case it is not feasible to recommend a suitable/meritorious candidate with the desired background as stated above on ground of non-availability despite best efforts, compulsions for teaching modern subjects and/or any other technicalities, the Selection Committee may consider other candidates with exceptional merit in the relevant discipline/subject as advertised by recording specific reasons for selecting candidate without Sanskrit background.**

1.	Name of the Post		Assistant Director of Physical Education
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3 Rs.15600-39100 + AGP Rs.6000/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications		<p>Essential:</p> <ul style="list-style-type: none"> (i) A Master's Degree in Physical Education or Master's Degree in Sports Science with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) with a consistently good academic record. (ii) Record of having represented the university /college at the inter-university / inter- collegiate competitions or the Stage and /or national championships. (iii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. (iv) Passed the physical fitness test conducted in accordance with these Regulations. (v) However candidates, who are, or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of PhD Degree), UGC Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of University Assistant Director of Physical Education / College Director of Physical Education & Sports. <p>Physical Fitness Test norms:</p> <ul style="list-style-type: none"> (a) Subject to the provisions of these 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.

		<p>(b) On production of such certificate mentioned in sub-clause mentioned in sub-clause (a) above, the candidate would be required to undertake the physical fitness test in accordance with the following norms.</p> <table><tr><th colspan="4">Norms for Men</th></tr><tr><th colspan="4">12 Minutes Run/ Walk Test</th></tr><tr><td>Upto 30 years</td><td>Upto 40 years</td><td>Upto 45 years</td><td>Upto 50 years</td></tr><tr><td>1800 metres</td><td>1500 metres</td><td>1200 metres</td><td>800 meters</td></tr></table> <table><tr><th colspan="4">Norms for Women</th></tr><tr><th colspan="4">12 Minutes Run/ Walk Test</th></tr><tr><td>Upto 30 years</td><td>Upto 40 years</td><td>Upto 45 years</td><td>Upto 50 years</td></tr><tr><td>1000 metres</td><td>800 metres</td><td>600 metres</td><td>400 metres</td></tr></table> <p>Since the UGC has prescribed the above qualifications for teaching positions in all higher education institutions for maintenance of minimum stands in consultation with the Statutory Councils governing the approval of courses respectively, any future modification in qualifications for appointment of teachers in Universities/ colleges offering such courses will automatically be considered as adopted by the UGC as prescribed qualifications for those courses.</p>				Norms for Men				12 Minutes Run/ Walk Test				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1800 metres	1500 metres	1200 metres	800 meters	Norms for Women				12 Minutes Run/ Walk Test				Upto 30 years	Upto 40 years	Upto 45 years	Upto 50 years	1000 metres	800 metres	600 metres	400 metres
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9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	N.A																																			
10.	Period of probation, if any	As prescribed in the Bye-Laws																																			
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct recruitment																																			
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	Not applicable																																			
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairperson	Vice-Chancellor																																		
		Members	Three experts in the concerned subject out of the panel of names Recommended by the Vice-Chancellor and approved by the BOM																																		

		Member	Dean of the concerned Faculty, wherever applicable
		Member	Head/Chairperson of the Department/School
		Member	An academician nominated by the Visitor/Chancellor/wherever applicable
		Member	An academician representing SC/ST/OBC/Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any other candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category
		i) Any other member/members to be included as per the directives of the UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	62 years	
16.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		ASSISTANT LIBRARIAN/CAMPUS LIBRARIAN
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3 Rs.15600-39100 + GP Rs.6000/- or as per the guidelines of the UGC
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		N.A.
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>(i) A Master's Degree in Library Science/ Information Science/ 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) and a consistently good academic record with knowledge of computerization of library.</p> <p>(ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.</p> <p>(iii) However, candidates, who are, or have been awarded Ph.D degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of PH.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Librarian / College Librarian.</p> <p><u>Desirable:</u></p> <p>1. Acharya or MA in Sanskrit</p> <p>2. Knowledge of Hindi and / or English.</p> <p>3. Knowledge of epigraphy.</p> <p>4. Knowledge of Manuscripts.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		N.A
10.	Period of probation, if any		As prescribed in the Bye-Laws

11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct recruitment	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	Not applicable	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairperson	Vice-Chancellor
		Members	Three experts in the concerned subject out of the panel of names Recommended by the Vice-Chancellor and approved by the BOM
		Member	Dean of the concerned Faculty, wherever applicable
		Member	Head/Chairperson of the Department/ School wherever applicable
		Member	An academician nominated by the Visitor/ Chancellor/wherever applicable
		Member	An academician representing SC/ST/OBC/ Minority/Women/Differently-abled categories to be nominated by the Vice-Chancellor or Acting Vice-Chancellor, if any other candidates representing these categories is the applicant and if any of the above members of the selection committee do not belong to that category
		i) Any other member/members to be included as per the directives of the UGC issued from time to time.	
14.	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	As per the guidelines of the UGC/Govt. of India	
15.	Age of Superannuation	62 Years	
16.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		REGISTRAR
2.	Number of Post(s)	Sanctioned Strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-4: Rs.37400-67000+GP Rs.10000
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972.		N.A.
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		56 years
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>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.</p> <p><u>Experience:</u></p> <p>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</p> <p>OR</p> <p>Comparable experience in research establishment and / or other institutions of higher education.</p> <p>OR</p> <p>15 years of administrative experience of which 8 years as Deputy Registrar or an equivalent post.</p> <p><u>Desirable:</u></p> <p>P.G. in Sanskrit</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A
10	Period of probation, if any		N.A.
11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		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.

12	In case of recruitment by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	Promotion - N.A. By Deputation – As prescribed in case of Direct Recruitment.	
13	Composition of Selection Committee/ Departmental Promotion Committee	D.P.C. - N.A. Composition of Selection Committee:	
		Chairman	Vice-Chancellor
		Member	One Nominee of Chancellor
		Member	One Nominee of the Board of Management
		Members	Two experts appointed by the Board of Management who are not employees of Sansthan.
14	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.	
15	Tenure/Age of Superannuation	5 years or 62 years whichever is earlier.	
16	Remarks	Duties and Responsibilities shall be as mentioned in the Schedule-III.	

1.	Name of the Post		CONTROLLER OF EXAMINATION
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-4: Rs.37400-67000+GP Rs.10,000/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		N.A.
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		55 Years (56 years in case of deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>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.</p> <p><u>Experience:</u></p> <p>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.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of experience in administration and/or examination work out of which 8 years as Deputy Registrar or an equivalent post.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • P.G. in Sanskrit • Adequate experience in the conduct of University examinations or other comparable examination.
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10	Period of probation, if any		N.A.

11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	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 whichever is earlier with a provision for re-appointment for a similar period.	
12	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Promotion - N.A. By Deputation - As prescribed in case of Direct Recruitment	
13	Composition of Selection Committee/ Departmental Promotion Committee	D.P.C. - N.A.	
		<u>Composition of the Selection Committee:</u>	
		Chairman	Vice-Chancellor
		Member	One Nominee of Chancellor
		Member	One Nominee of the Board of Management
		Members	Two experts appointed by the Board of Management who are not employees of Sansthan.
14	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	N.A.	
15	Tenure/Age of Superannuation	5 years or 62 years whichever is earlier.	
16	Remarks	Duties and Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		PROJECT OFFICER
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3: Rs.15600-39100 + GP Rs.7600/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for appointment by deputation		45 years
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. Acharya or Master's degree in Sanskrit with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. 5 years of teaching experience in a college or a University with experience in educational administration. <p style="text-align: center;">Or</p> <p>Comparable experience in research establishment and /or other institutions of higher education.</p> <p style="text-align: center;">Or</p> <p>5 years of administrative experience as Assistant Registrar or in an equivalent post.</p> 3. Knowledge of technique of preservation of Manuscripts and knowledge of one ancient script i.e. Sharda, Brahmi, Nandinagari, Grantha etc.
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		Not Applicable
10.	Period of probation, if any		As prescribed in the Bye-Laws

11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	Direct	
12	In case of recruitment by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Not Applicable	
13	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Members	At least three outside experts in the relevant field to be nominated by the Vice-Chancellor out of the panel of names approved by the BOM
		Member Secretary	Registrar
		<p>Note:</p> <ol style="list-style-type: none"> 1) The quorum shall be of four out of which at least two outside experts in the relevant field and the nominee of the Chancellor must be present. 2) In addition, the nominee of the SC/ST community to be nominated by the Vice-Chancellor shall be included in the Selection Committee in case SC/ST candidates are to be interviewed. 3) Any other member/members to be included as per the directives of the Govt. of India/UGC issued from time to time. 	
14	Scales proposed to be given in Assured Career Progression Scheme as approved by Government of India	Not Applicable	
15	Age of Superannuation	60 Years	
16	Remarks	Duties and Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Deputy Director (Administration) {Proposed to be re-designated as Deputy Registrar (Administration) in the GP of Rs.7600/-}
2.	Number of Post(s)	Sanctioned strength	As per schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3- Rs. 15600-39100 + GP 6600/- {PB-3- Rs. 15600-39100 + GP 7600/- in case of Deputy Registrar (Administration)}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		45 Years (56 years in case of Deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale. 2. At least 5 years of experience as Assistant Professor in a college or a university with experience in educational administration. <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>5 years of administrative experience/experience in the relevant field as Assistant Registrar or in an equivalent post.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> 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. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>

9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	In case of Age – Not applicable For Qualification: As prescribed in column 8	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Assistant Director/Assistant Registrar as the case may be who have put in at least 8 years service in the GP of Rs.5400/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III.	

1.	Name of the Post		Deputy Director (Finance) {Proposed to be re-designated as Deputy Registrar (Finance) in the GP of Rs.7600/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3- Rs. 15600-39100 + GP 6600/- {PB-3- Rs. 15600-39100 + GP 7600/- in case of Deputy Registrar (Finance)}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		45 Years (56 years in case of Deputation)
8.	Educational & Other qualifications		Essential;- <ol style="list-style-type: none"> 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/- <p style="text-align: center;">OR</p> <p>Five years of experience as Assistant Professor in the AGP of Rs.6000 and above with experience in relevant field in educational institution</p> <p style="text-align: center;">OR</p> <p>Comparable status and experience in the relevant field in research establishment and/or other institutions of higher education</p> Desirable:- <ol style="list-style-type: none"> (i) ICWA/CA/SAS/CS (ii) Knowledge of Sanskrit and Hindi. (iii) Knowledge in Computer Application. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>

9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	In case of Age – Not applicable For Qualification: As prescribed in column 8	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Assistant Director/Assistant Registrar as the case may be who have put in at least 8 years service in the GP of Rs.5400/-.</p> <p style="text-align: center;">Or</p> <p>Accounts Officer with 8 years of service experience in the GP of Rs.5400/- .</p> <p>Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Deputy Director (Academic) {Proposed to be re-designated as Deputy Registrar (Academic) in the GP of Rs.7600/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3- Rs. 15600-39100 + GP 6600/- {PB-3- Rs. 15600-39100 + GP 7600/- in case of Deputy Registrar (Academic)}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		45 Years (56 years in case of Deputation)
8.	Educational & Other qualifications required		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% marks in Sanskrit or an equivalent Oriental degree from a recognised University. 2. At least 5 years of experience as Assistant Professor in a college or a university with experience in educational administration. <p>OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p>OR</p> <p>5 years of administrative experience/experience in the relevant field as Assistant Registrar or in an equivalent post.</p> <p><u>Desirable:</u></p> <ol style="list-style-type: none"> (i) Degree in traditional stream. (ii) Ph.D. degree from a recognized University. (iii) Experience in Educational Administration/ Finance/ Examination/ Computer Application / Planning. (iv) Knowledge in Computer Application. (v) Knowledge of other Indian and Foreign Languages. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>

9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees	In case of Age – Not applicable For Qualification: As prescribed in column 8	
10.	Period of probation, if any	As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by transfer on deputation or by Direct Recruitment.	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Assistant Director/Assistant Registrar as the case may be who have put in at least 8 years service in the GP of Rs.5400/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Deputy Controller (Examination)
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'A'
4.	Scale of Pay		PB-3- Rs. 15600-39100 + GP 6600/- {Proposed to be replaced in PB-3- Rs. 15600-39100 + GP 7600/- }
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		45 years (56 years in case of deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ul style="list-style-type: none"> i) A Master's Degree with at least 55% marks in Sanskrit or an equivalent Oriental degree from a recognised 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. <p><u>Desirable:</u></p> <p>Experience of teaching at degree or equivalent level.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		N.A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		By promotion failing which by deputation failing which by direct recruitment.
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		<p><u>By Promotion:</u></p> <p>Assistant Director/Assistant Registrar as the case may be who has put in at least 8 years service in the GP of Rs.5400/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>

13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Assistant Director (Research & Publication) {Proposed to be re-designated as Assistant Registrar in the GP of Rs.5400/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay		PB-2: Rs.9300-34800+ GP Rs.5400/- {PB-3- Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% marks in Sanskrit from a recognised 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. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> (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. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		Age: NO Qualification: YES
10.	Period of probation, if any		As prescribed in the Bye-Laws

11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	By promotion failing which by deputation failing which by direct recruitment	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Section Officer with 7 years service in the GP of Rs.4600/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Assistant Director (Correspondence Course) {Proposed to be re-designated as Assistant Registrar in the GP of Rs.5400/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay		PB-2: Rs.9300-34800+ GP Rs.5400 {PB-3- Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% marks in Sanskrit from a recognised University or equivalent recognized qualification. 2. 3 years experience in teaching/research/Lesson Planning. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> (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. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		Age: NO Qualification: YES
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		By promotion failing which by deputation failing which by direct recruitment

12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Section Officer with 7 years service in the GP of Rs.4600/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Assistant Director (Examination) {Proposed to be re-designated as Assistant Registrar in the GP of Rs.5400/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B' (proposed to be upgraded to Group 'A')
4.	Scale of Pay		PB-2: Rs.9300-34800+ GP Rs.5400 {PB-3- Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <ol style="list-style-type: none"> 1. A Master's Degree with at least 55% marks in Sanskrit from a recognised University or equivalent recognized qualification. 2. 3 years supervisory experience in works related to Examination. <p><u>Desirable:</u></p> <ol style="list-style-type: none"> (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. <p>Note: Vice-Chancellor may decide the specific component of desirable qualification as per the requirement.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		Age: NO Qualification: YES
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		By promotion failing which by deputation failing which by direct recruitment

12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	<p><u>By deputation:</u> As prescribed for direct recruitment.</p> <p><u>By promotion:</u> Section Officer with 7 years service in the GP of Rs.4600/-. Provided he/she has educational qualification as prescribed in case of direct recruitment.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Three experts to be nominated by the Vice-Chancellor.
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		Accounts Officer (Internal Audit) {Proposed to be upgraded as Assistant Registrar (Finance) in the GP of Rs.5400/-}
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2: Rs.9300-34800+ GP Rs.4600/- {PB-3 Rs. 15600-39100 + GP 5400/- in case of Assistant Registrar (Finance)}
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		N.A.
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation)
8.	Educational & Other qualifications		Essential:- 1. Master's degree in Commerce or M.B.A Finance with at least 55% of marks or its equivalent grade of B in the UGC seven point scale. 2. 3 years supervisory experience in works related to Finance/Accounts in recognized Institutions /Government/Semi-Government/Autonomous Bodies. Desirable:- (i) ICWA/CA/SAS/CS (ii) Knowledge in Computer Application.
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		Age: NO Qualification: YES
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		By promotion failing which by deputation failing which by direct recruitment
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		<u>By deputation:</u> As prescribed for direct recruitment. <u>By promotion:</u> Section Officer with 7 years service. Provided he/she has educational qualification as prescribed in case of direct recruitment.

13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor
		Member	One nominee of the Chancellor
		Member	Two experts to be nominated by the Vice-Chancellor
		Member	Finance Officer/Deputy Director/ Deputy Registrar (Finance)
		Member	One member of the Board of Management to be nominated by the Chairman of Board of Management.
		Member	SC/ST/PWD member to be nominated by the Vice-Chancellor in case SC/ST/PWD candidates are called for interview.
		Member Secretary	Registrar
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		SECTION OFFICER
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2 Rs.9300-34800 + GP Rs.4600/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation) (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>For Direct Recruitment</u></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> i) Graduate in any discipline from a recognized university with at least 50% marks. ii) At least three years experience as Assistant OR eight years experience as 'UDC' or equivalent posts in the grade of Rs.9300-34800 + GP Rs.4200/-, Rs.5200-20200 + GP Rs.2400/- of any Central/State Govt./University/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent positions in the reputed private institution/ corporate/bank. iii) Proficiency in computer operation, noting and drafting. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i) Knowledge of Sanskrit ii) Diploma in Computer Application from a recognized institute. iii) Experience of Accounts/ Establishment iv) Well conversant in Hindi/ English <p>Note:- The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay with the afore-mentioned pay scales of a government servant.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		NO

10.	Period of probation, if any	As prescribed in the Bye-Laws		
11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	40% By Promotion on seniority quota (failing which by Deputation) 40% By Promotion through Limited Departmental Test (failing which by Deputation) 20% By Direct Recruitment		
12	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.	<p><u>For promotion on seniority quota</u> At least 5 years of service as Assistant or Stenographer Grade-I</p> <p><u>For promotion through Limited Departmental Test</u> At least 3 years of service as Assistant or Stenographer Grade-I and qualifying the limited departmental test conducted by the Sansthan.</p> <p><u>For Deputation:</u></p> <p>i) Persons holding analogous posts or atleast three years experience as Assistant OR eight years experience as 'UDC' or equivalent posts in the grade of Rs.9300-34800 + GP- Rs.4200/- ,Rs.5200-20200 + Rs.2400/- respectively of any Central/State Govt./ University/Public Sector Undertakings and other Central or State Autonomous Bodies. The candidate who have passed SAS examination will be given preference.</p> <p>ii) Proficiency in computer operation, noting and drafting</p>		
13	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct/ Deputation</u>	<u>DPC</u>
		Chairman	Vice-Chancellor or his nominee	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM	Two nominees of the BOM to be nominated by the Chairman of BOM
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar	Registrar

		<p>i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time.</p> <p>ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.</p>
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III

1.	Name of the Post		CURATOR
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2 : 9300-34800 + GP Rs.4600
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 years
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>i) Atleast IInd class Acharya or M.A. in Sanskrit or equivalent qualifications from a recognized Institution.</p> <p>ii) Degree in Library Science from a recognized Institution or post graduate diploma in Archeology/Museology.</p> <p>iii) Knowledge of Manuscriptology.</p> <p>iv) Atleast three year's experience in recognized oriental manuscript Library.</p> <p><u>Desirable:</u></p> <p>1 Knowledge of Hindi and/or English.</p> <p>2. Knowledge of epigraphy.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A
10.	Period of probation, if any		As prescribed in the Bye-Laws
11	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment
12	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.

13	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM .
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar/ Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		ASSISTANT
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation) (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>Essential :</u></p> <ul style="list-style-type: none"> 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 wpm. in Hindi or bilingual on computer. iv) Proficiency in computer operation, noting and drafting <p><u>Desirable:</u></p> <p>Knowledge of Sanskrit.</p> <p>Note:-The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		NO
10.	Period of probation, if any		As prescribed in the Bye-Laws

11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods	40% By Promotion on seniority quota (failing which by Deputation) 40% By Promotion through Limited Departmental Test (failing which by Deputation) 20% By Direct Recruitment		
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	Promotion on Seniority Quota 5 years of continuous satisfactory service as UDC. Promotion through Limited Departmental Test i) 3 years continuous satisfactory service as UDC. ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules/ Sansthan's Rules, Bye-Laws etc.		
13	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct/ Deputation</u>	<u>DPC</u>
		Chairman	Vice-Chancellor or his nominee	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM	Two nominees of the BOM to be nominated by the Chairman of BOM
		Member	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar	Registrar
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		STENOGRAPHER GRADE-I/PERSONAL ASSISTANT
2.	Number of Post(s)	Sanctioned Strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years (56 years in case of deputation) (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>Essential Qualifications:</u></p> <p>(i) Shastri or Graduate from a recognized University.</p> <p>(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.</p> <p><u>Skill test norms on Computer</u></p> <p>Dictation 10 minutes @ 100 w.p.m., Transcription: 40 minutes (English) or 55 minutes (Hindi).</p> <p>(Preference will be given to those who can take dictation in Sanskrit Language)</p> <p><u>General:</u></p> <p>Shorthand test will be conducted by the Sansthan.</p>
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees		N. A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		<p>40% By Promotion on seniority quota (failing which by Deputation)</p> <p>40% By Promotion through Limited Departmental Test (failing which by Deputation)</p> <p>20% By Direct Recruitment</p>

12	In case of recruitments by promotion/deputation/absorption, grades from which promotion/deputation absorption to be made.	<p>Person having a minimum regular service of 5 years as Stenographer Grade-II in the in the grade of Rs.5200-20,200 + 2400 GP will be eligible for promotion.</p> <p><u>Promotion on Seniority Quota</u></p> <p>5 years of continuous satisfactory service as Stenographer Grade-II.</p> <p><u>Promotion through Limited Departmental Test</u></p> <p>i) 3 years continuous satisfactory service as Stenographer Grade-II</p> <p>ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules/ Sansthan's Rules, Bye-Laws etc.</p>		
13	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct</u>	<u>DPC</u>
		Chairman	Vice-Chancellor or his nominee	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM.	Two nominees of the BOM to be nominated by the Chairman of BOM
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar/ Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)	Registrar/ Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		<p>i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time.</p> <p>ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.</p>		
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time.		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		INSTRUCTOR	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group 'B'	
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years	
8.	Educational & Other qualifications		<u>Direct</u> <u>Essential</u> 1. Acharya or M.A. Sanskrit <u>Desirable</u> 1. A degree in Education 2. Ph.D. degree in Sanskrit	
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees		N. A.	
10	Period of probation, if any		As prescribed in Bye-Laws	
11	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment	
12	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Vice-Chancellor or his nominee
			Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM.
			Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
			Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)

		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time.
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III

1.	Name of the Post		LIBRARY PANDIT
2.	Number of Post(s)	Sanctioned Strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years
8.	Educational & Other qualifications		Direct <u>Essential</u> 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. <u>Desirable</u> 1. Master's degree of equivalent in Sanskrit 2. Degree/Diploma in Library Science. 3. Some experience of reading ancient manuscripts or working in a manuscript library. 4. Some experience of working in a Library.
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees		N. A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.

13	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		MANUSCRIPT PANDIT
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'B'
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 Years
8.	Educational & Other qualifications		<p><u>Essential</u></p> <p>i) Shastri/B.A. (or equivalent) with Sanskrit.</p> <p>ii) 2 years experience of reading ancient manuscripts or working in a manuscript library.</p> <p><u>Desirable</u></p> <p>1. Master's degree of equivalent in Sanskrit</p> <p>2. Certificate in Library Science.</p> <p>3. Knowledge of other Scripts.</p>
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees		N. A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman
			Vice-Chancellor or his nominee
			Member
			Two outside experts in the relevant field to be nominated by the Chairman of the BOM.
			Members
			SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)

		Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		COPYIST	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group 'B'	
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years	
8.	Educational & Other qualifications		<p><u>Essential</u></p> <p>i) Shastri or B.A. with Sanskrit from a recognized University examining body.</p> <p>ii) Knowledge and proficiency in reading ancient manuscripts as per local requirement.</p> <p>iii) A good and clear hand-writing in Devnagri script.</p> <p><u>Desirable</u></p> <p>1. Acharya or M.A. in Sanskrit</p> <p>2. Experience or working in any manuscript Library.</p> <p>3. Experience of copying work.</p>	
9.	Whether the age & qualifications prescribed for direct recruitment will apply in case of promotees		N. A.	
10	Period of probation, if any		As prescribed in the Bye-Laws	
11	Method of recruitment:- Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment	
12	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Vice-Chancellor or his nominee
			Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM.

		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt of India amended from time to time.	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		PROFESSIONAL ASSISTANT (Formerly Assistant Librarian)	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group 'B'	
4.	Scale of Pay		PB-2- Rs.9300-34800 + Rs.4200/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years	
8.	Educational & Other qualifications		<u>Essential :</u> 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/-. <u>Desirable:</u> (i) Proficiency in computer operation, noting and drafting. (ii) Knowledge of Sanskrit, Hindi and English.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		As prescribed in Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which post/promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	Vice-Chancellor or his nominee
			Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM
			Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)

		Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		TECHNICAL ASSISTANT (Lab)
2.	Number of Post(s)	Sanctioned Strength	As per Schedule-I
3.	Classification		Group 'C'
4.	Scale of Pay		PB-1- Rs.5200-20200 + GP- Rs.2800/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		35 years
8.	Educational & Other qualifications		<p><u>Direct</u></p> <p>Essential:</p> <ul style="list-style-type: none"> 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. <p>Desirable:</p> <ul style="list-style-type: none"> 1. 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. 2. Knowledge of computer particularly in preparing Power-Point presentations.
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		N.A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment : Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods.		Direct Recruitment
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		N.A.

13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Vice-Chancellor or his nominee
		Member	Two outside experts in the relevant field to be nominated by the Chairman of the BOM
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Registrar/Deputy Registrar (Admn.) (In case if the Registrar is nominated by the Vice-Chancellor as Chairman)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. Of India as amended from time to time	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		UPPER DIVISION CLERK	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group 'C'	
4.	Scale of Pay		PB-1- Rs.5200-20200 + Rs.2400/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		N.A.	
7.	Age limit for direct recruitment		N.A.	
8.	Educational & Other qualifications		N.A.	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		By promotion	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/ deputation absorption to be made.		<p>*Promotion:</p> <p>By promotion from L.D.C. under the Sansthan with at least 5 years continuous regular service in that grade.</p> <p>*Note:</p> <p>In case no eligible candidate is available in the feeder channel for promotion on the post, the Vice-Chancellor may at his discretion fill-up the vacant posts by transfer on promotion on inter-se seniority of willing LDCs from the other campus of the Sansthan.</p>	
13.	Composition of Selection Committee/ Departmental Promotion Committee			
			<u>DPC (HQ)</u>	<u>DPC (Campus)</u>
			Chairman	Registrar
			Members	Nominee of Vice - Chancellor
			Member	SC/ST nominee to be nominated by the Vice-Chancellor
				Principal/Professor In-charge of the respective Campus
				Nominee of Vice - Chancellor
				SC/ST nominee to be nominated by the Vice-Chancellor

		Member	Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements	Any other member to be nominated by the Vice-Chancellor depending upon the professional requirements
		Member Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar / Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC/ Govt. of India as amended from time to time		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		STENOGRAPHER GRADE-II
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'C'
4.	Scale of Pay		PB-1- Rs.5200-20200 + Rs.2400/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		30 Years (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>Essential</u></p> <p>Atleast 12th or equivalent qualification from a recognized Board or University.</p> <p><u>Skill test norms on Computer</u></p> <p>Dictation 10 minutes @ 80 w.p.m., Transcription 50 minutes (English) or 65 minutes (Hindi)</p> <p>(Preference will be given to those who can take dictation in Sanskrit Language)</p> <p><u>Desirable</u></p> <p>1. Knowledge of Sanskrit.</p> <p><u>General:</u></p> <p>Shorthand test will be conducted by the Sansthan.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation / absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.

13.	Composition of Selection Committee/ Departmental Promotion Committee	Chairman	Registrar
		Member	One Expert in the relevant field to be nominated by the Chairman of the BOM
		Members	SC/ST nominee to be nominated by the Vice-Chancellor (if SC/ST candidates are called for interview)
		Member Secretary	Deputy Registrar/ Deputy Director (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.	
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time	
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III	

1.	Name of the Post		LOWER DIVISION CLERK
2.	Number of Post(s)	Sanctioned Strength	As per Schedule-I
3.	Classification		Group 'C'
4.	Scale of Pay		PB-1- Rs.5200-20200 + Rs.1900/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Selection
7.	Age limit for direct recruitment		30 Years (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>Essential</u></p> <p>12th Class or equivalent qualification from a recognized Board or University.</p> <p><u>Skill test norms on Computer</u></p> <p>English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes).</p> <p>(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.)</p> <p><u>Desirable</u></p> <p>(i) Knowledge of Sanskrit.</p> <p>(ii) B.A. or equivalent with Sanskrit as one of the subjects.</p> <p><u>Note:</u></p> <p>Other things being equal, preference will be given to those who know the typing in Hindi, English as well as Sanskrit.</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of Promotees		<p>In case of Age – Not applicable</p> <p>For Qualification: As prescribed in column 8</p>
10.	Period of probation, if any		As prescribed in Bye-Laws
11.	Method of recruitment : Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		<p>(i) 80% by direct recruitment</p> <p>(ii) 20% by promotion from amongst the Group C Staff in the Grade pay of Rs.1800 and having experience of 3 years regular service in the grade on the basis of departmental qualifying examination.</p>

		Note: In the case of promotion quota if the resultant number of vacancies vis-a-vis sanctioned posts are in the fractions then the number of post/s to be filled up will be decided by the Vice-Chancellor which shall be final.		
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.	As mentioned in Column 11		
13.	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct/DPC</u> (for HQ Office)	<u>Direct/DPC</u> (for Campus)
		Chairman	Registrar	Principal/Professor In-charge
		Member	Nominee of Vice-Chancellor	One senior most faculty member of the campus
		Member	One expert member to be nominated by Chairman of BOM	Sansthan's representative to be nominated by Vice-Chancellor
		Member	Representative of SC/ST	Representative of SC/ST
		Member-Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar/ Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		STAFF CAR DRIVER	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group 'C'	
4.	Scale of Pay		PB-1- Rs.5200-20200 + Rs.1900/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		35 Years	
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>i) 10th class pass from a recognised School/Institute with valid Driving License of Motor Car.</p> <p>ii) 5 years experience of driving of LMV</p> <p><u>Desirable:</u></p> <p>i) Knowledge of mechanism of motor engine.</p> <p>ii) ITI Certificate of Motor Mechanic Trade from a Govt. recognised Institute</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		<p><u>Direct recruitment</u></p> <p>General:</p> <p>Actual test of driving skill will be conducted by the Sansthan through the authorized government workshop or reputed agency.</p>	
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee/ Departmental Promotion Committee		Chairman	<p><u>Direct</u> (for HQ Office)</p> <p>Registrar</p> <p><u>Direct</u> (for Campus)</p> <p>Principal/Professor In-charge</p>

		Member	Nominee of Vice-Chancellor	One senior most faculty member of the campus
		Member	One expert member to be nominated by Chairman of BOM	Sansthan's representative to be nominated by Vice-Chancellor
		Member-Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar/ Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC /Govt. of India as amended from time to time.		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		LIBRARY ATTENDANT	
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I	
3.	Classification		Group-C-MTS	
4.	Scale of Pay		PB-1- Rs.5200-20200 + Rs.1800/-	
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO	
6.	Whether Selection Post or Non-Selection Post.		Selection	
7.	Age limit for direct recruitment		30 Years	
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>i) 12th Class or equivalent qualification from a recognized Board or University.</p> <p>ii) Knowledge of duplicating/Xerox copying machine</p> <p><u>Desirable:</u></p> <p>i) Knowledge of computer typing</p> <p>ii) Experience of having worked in library.</p> <p>iii) Knowledge of Sanskrit</p>	
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.	
10.	Period of probation, if any		As prescribed in the Bye-Laws	
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment	
12.	In case of recruitments by promotion/deputation/ absorption, grades from which promotion/deputation absorption to be made.		N.A.	
13.	Composition of Selection Committee		Chairman	<p><u>Direct</u> (for HQ Office)</p> <p>Registrar</p> <p><u>Direct</u> (for Campus)</p> <p>Principal/Professor In-charge</p>

		Member	Nominee of Vice-Chancellor	Sansthan's representative nominated by Vice-Chancellor
		Member-Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar/ Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
14.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time		
15.	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

1.	Name of the Post		MULTI TASKING STAFF (MTS)
2.	Number of Post(s)	Sanctioned strength	As per Schedule-I
3.	Classification		Group 'C'
4.	Scale of Pay		PB-1 Rs.5200-20200 + Rs.1800/-
5.	Whether benefit of added years of service admissible under Rule 30 of the Central Services (Pension) Rules, 1972		NO
6.	Whether Selection Post or Non-Selection Post.		Not applicable
7.	Age limit for direct recruitment		30 Years (Relaxation as prescribed in the Bye-Laws)
8.	Educational & Other qualifications		<p><u>Essential:</u></p> <p>10th Class pass or ITI equivalent from a recognized Board or Institution.</p> <p><u>Desirable:</u></p> <p>i) 2 years of relevant experience specially in the following fields such as:</p> <p>Driving of staff car/heavy vehicles, electrical or electronics works, pump-operation & plumbing works, carpentering, mason, farm labour, lift operation, medical attendant services, watch & ward duties, upkeep of parks, lawns, potted plants, house-keeping, cooking of food, kitchen attendant, etc., subject to production of ITI Certificate or experience certificate from a reputed institute/organization/ department.</p> <p>ii) Knowledge of Computer</p>
9.	Whether age & qualifications prescribed for direct recruitment will apply in case of promotees		N.A.
10.	Period of probation, if any		As prescribed in the Bye-Laws
11.	Method of recruitment: Whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods		Direct Recruitment
12.	In case of recruitments by promotion/deputation/absorption, grades from which promotion/ deputation absorption to be made.		N.A.

13.	Composition of Selection Committee/ Departmental Promotion Committee		<u>Direct</u> (for HQ Office)	<u>Direct</u> (for Campus)
		Chairman	Registrar	Principal/Professor In-charge
		Member	Nominee of Vice-Chancellor	One senior most faculty member of the Campus.
		Member	One Assistant Registrar to be nominated by the Vice-Chancellor	Sansthan's representative nominated by Vice-Chancellor
		Member	Representative of SC/ST	Representative of SC/ST
		Member-Secretary	Deputy Registrar/ Deputy Director (Admn.)	Assistant Registrar/ Section Officer (Admn.)
		i) Any other members to be included as per the directives of the Govt. of India/UGC issued from time to time. ii) Vice-Chancellor may nominate additional member depending upon the Professional Requirement.		
15.	Age of Superannuation	60 years or as per the directive of the UGC/Govt. of India as amended from time to time.		
16	Remarks	Duties & Responsibilities shall be as mentioned in the Schedule-III		

Schedule - III

SCHEDULE –III: DUTIES & RESPONSIBILITIES:

Every teaching and non-teaching employee of Sansthan shall be responsible to the 'Appointing Authority' either directly or through the officer concerned/unit in-charge/Dean/HoD of his/her respective department/section.

The employees of the Sansthan may be transferred/posted to any Section/Campus as per the exigency of situation.

Every employee shall be required:

- a) To abide by the rules, regulations and provisions as prescribed under Memorandum of Association and Bye-Laws of Sansthan, the resolutions of the statutory bodies of the Sansthan as notified, the Guidelines issued by UGC/Govt. of India from time to time.
- b) To maintain absolute integrity, confidentiality, discipline and devotion to duty at all time.

TEACHING POSITION:

PRINCIPAL/PROFESSOR IN-CHARGE OF THE CAMPUSES

- (i) The Principal/Professor In-charge of the Campus shall be directly responsible to the Vice-Chancellor of Sansthan.
- (ii) The Principal/Professor In-charge of the Campus shall be overall administrative and academic head of the Campus and will be responsible for the upkeep of the Campus, for maintaining the overall discipline and academic atmosphere of the respective campus in addition to the duties as assigned to the Professors herein below:

PROFESSOR/ASSOCIATE PROFESSOR/ASSISTANT PROFESSOR:

- i) Each Professor/Associate Professor/Assistant Professor shall be responsible to the Vice-Chancellor through Dean/HoD/Respective Principal/Professor In-charge of the Campus as the case may be.
- ii) He/she shall be required to perform all duties strictly as per the guidelines issued by the UGC/Govt. of India/Sansthan as amended from time to time.
- iii) Each Professor/Associate Professor/Assistant Professor shall be required to engage himself in Research and Publication activities of the Sansthan, project work sponsored by UGC or any other funding agency, consultancy work or any other academic/allied activities in addition to the prescribed guidelines for teaching/other extra curricular activities. These activities shall be assessed and reviewed by the Authorities of Sansthan periodically or at the time of assessment/review.
- iv) Each Professor/Associate Professor/Assistant Professor may be required to teach one or more subjects as and when required in order to meet the exigency of situation besides the subject for which he/she is appointed.

- v) The workload of each Professor/Associate Professor/Assistant Professor as per the guidelines of the UGC are as under:
- vi) The workload of the teacher in full employment should not be less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the Campus for which necessary space and infrastructure should be provided by the Campus. The direct teaching-learning process hours should be as follows (These are only indicative workload. The Sansthan may in deserving cases modify these as per the requirements):

Assistant Professor	16 hours
Professor/Associate Professor	14 hours

However, a relaxation of two hours in the workload may, however be given to the Professors who are actively involved in extension activities and administration, a minimum of 6 hours per week may have to be allocated for research activities of a teacher.

- vii) Each Associate Professor/Assistant Professor will be required to comply with the observations of the Peer Team of the NAAC to improve the quality and standard of educational system of the Sansthan.
- viii) Each Associate Professor/Assistant Professor shall be required to participate in the different activities/programmes of the Sansthan.
- ix) Any other duties/responsibilities as and when assigned by the Competent Authorities of the Sansthan from time to time.

DEPUTY DIRECTOR/ASSISTANT DIRECTOR OF PHYSICAL EDUCATION

- i) The Deputy Director/Assistant Director of Physical Education shall be responsible to the Vice-Chancellor through Respective Principal/Professor In-charge of the Campus.
- ii) He/she shall be required to perform all duties strictly as per the guidelines issued by the UGC/Govt. of India/Sansthan as amended from time to time.
- iii) He/she shall ensure proper planning of physical education, yoga and sports programme for students, execute the programmes and evaluate the policies in physical education and sports.
- iv) He/she shall organize sports and yoga activities, extend services sports facilities and training on holidays and after normal working hours.
- v) He/she shall conduct annual competitions at the International/National/State/ Inter University/Inter Zonal Levels.
- vi) He/she shall organize coaching camps, activities for sports person development and also ensure development and maintenance of play grounds, yoga hall and other sports equipments & facilities including the gymnasium.
- vii) Any other duties/responsibilities as and when assigned by the Competent Authorities of the Sansthan from time to time.

DEPUTY /ASSISTANT LIBRARIAN/CAMPUS LIBRARIAN

1. The Deputy/Assistant Librarian/Campus Librarian shall be responsible to the Vice-Chancellor through Principal/Professor In-charge of the Campus/Registrar.
2. The following shall be the duties of the Deputy/Assistant Librarian/Campus Librarian:
 - (i) To plan and organise library service of the Sansthan including maintenance of proper record and inventory of the books, accession register, books issue register and ensure timely return of the books.
 - (ii) To plan and execute digitization of books, periodicals, journals, manuscripts, theses.
 - (iii) To supervise, coordinate, control and manage the over-all functions of the Library through the Library Staff.
 - (iv) To organise library support to instructional, research and publication programmes in coordination with the Faculty.
 - (v) To work under the instructions of the Professor in-charge as and when appointed by the Vice-Chancellor for the purpose.
 - (vi) To plan and bring out the publications to support the Sansthan Library service.
 - (vii) To provide bibliographical and reference service to the teachers, students and research scholars.
 - (viii) To develop library collection by selecting books and other materials from various sources with the recommendations of the Library Committee.
 - (ix) To act as Member Secretary to the Library Committee to be constituted by the competent authority and ensure effective governance of the Library including purchase of books and writing of books as per procedures.
 - (x) To ensure verification of Library as per the prescribed guidelines through a Committee constituted for the purpose by the competent authority.
 - (xi) To allocate shift duties to the Library Staff.
 - (xii) To keep abreast of the new developments in Library and Information Science field and to apply those as far as possible.
 - (xiii) To initiate various proposals and prepare drafts on computer himself/herself and submit the same to the higher authority for consideration and approval in time bound manner.
 - (xiv) Any other duties as and when assigned by the competent authority of the Sansthan from time to time.

NON-TEACHING POSITION:-

REGISTRAR:

1. The Registrar shall be directly responsible to the Vice-Chancellor of the Sansthan and shall work under his/her directions.
2. Subject to 1 above, he/she shall:-
 - (i) Act as the custodian of the records and the funds and such other property of the Sansthan as the Board of Management may commit to his/her charge.
 - (ii) Conduct the official correspondence on behalf of the authorities of the Sansthan.
 - (iii) Issue notices convening the meetings and shall make the official correspondence of the authorities of the Sansthan and all Committees, Boards and Sub-Committees appointed by any of these authorities.
 - (iv) Maintain the minutes of the meetings of all the authorities of the Sansthan and of all the Committees and Sub-Committees and Boards appointed by any of these authorities.
 - (v) Represent the Sansthan in suits or proceedings by or against the Sansthan, sign powers of attorney and perform pleadings or depute his/her representatives for this purpose.
 - (vi) Enter into agreement, sign documents and authenticate records on behalf of the Sansthan.
 - (vii) Make arrangements to safeguard and maintain the buildings, gardens, office, canteen, cars and other vehicles, laboratories, libraries, reading rooms, equipment and other properties of the Sansthan.
 - (viii) Be the custodian of common seal, and the movable and immovable property of the Sansthan.
 - (ix) Make arrangements for outsourcing of work and hiring of skilled/semi-skilled/unskilled manpower through agencies against the vacant positions or as per the requirements of the Sansthan with the approval of the Vice-Chancellor.
 - (x) Act as the ex-officio Secretary of the Board of Management, Finance Committee, Planning and Monitoring Board, Building Committee and Academic Council.
 - (xi) Perform such other duties as may be specified in the Rules and Bye-Laws or as may be assigned by the Board of Management or the Vice-Chancellor from time to time.
3. When the office of the Registrar is vacant or when the Registrar is absent by reason of illness or any other reason, the duties and functions of the Registrar shall be performed by such other person as the Vice-Chancellor may appoint for the purpose.

CONTROLLER OF EXAMINATION

1. The Controller of Examination shall work under the control of Vice-Chancellor and will directly report to him/her.
2. He/she shall:-
 - (i) Be responsible for the conduct of Common Entrance Test, Annual and Term-End Semester examinations.
 - (ii) Be the permanent invitee to the Board of Management and Academic Council.
 - (iii) Ensure that all the specific directions of the Board of Management, Academic Council and Vice-Chancellor in respect of examination and evaluation are complied with.
 - (iv) Be the Member Secretary of the Board of Examination.
 - (v) Be responsible for issue of date sheets for conducting examinations for different programmes, theory as well as practical examinations, based on academic calendar and also organize the meetings of the Unfair Means (UFM) Committee.
 - (vi) Be responsible for coordination of examination work with different committees, Principal/Professor In-charge of Campus/HoDs/Deans as authorized by the Vice-Chancellor.
 - (vii) Be responsible for declaration of results for various courses and issue of certificates, diplomas, mark-sheets, degrees after the approval of the competent authority.
 - (viii) Be responsible for coordination of paper-setting work.
 - (ix) Be responsible for making proposals for financial norms for examination related matters.
 - (x) Be responsible for coordination with other Universities, AIU, UGC in matter of examination, granting equivalence etc.
3. The Controller of Examination shall perform such other functions as directed by the Board of Management/Board of Examinations/Vice-Chancellor.

PROJECT OFFICER

1. The Project Officer shall be responsible to the Vice-Chancellor through Principal/Professor In-charge of the Campus/Registrar.
2. He/she shall:-
 - (i) Be a person of high learning and established merit with deep knowledge of manuscripts.
 - (ii) Be able to mastermind the whole operation of the manuscripts survey, to guide the programme and to coordinate the various activities of staff.
 - (iii) Be able to manage the projects assigned by the Ministry/other funding agency to Sansthan.
 - (iv) Prepare proposals, budget etc. for the projects.
 - (v) Facilitate flow of essential information to the concerned authorities and staff members regarding different projects.

- (vi) Guide, train and tutor new users on manuscriptology.
 - (vii) Provide input for development of new resource planning tool and resourcing process.
 - (viii) Interact with various agencies like Manuscript Mission, Universities, Government Bodies who are in possession of rare books/manuscripts.
 - (ix) Prepare educational programmes for Sansthan and arrange dissemination of knowledge through different media including video conferencing/tele conferencing etc.
 - (x) To design and maintain the website of Sansthan.
 - (xi) To arrange training for the staff.
 - (xii) To update continuously training and user guide information for tool and resourcing process.
 - (xiii) To establish link among the campuses through LAN, WAN, Weblink pages of the website of the Sansthan.
 - (xiv) Manage, supervise and control multiple project through project life cycle.
 - (xv) Any other duties as and when assigned by the competent authority of the Sansthan from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

DEPUTY REGISTRAR/DEPUTY DIRECTOR (ADMINISTRATION):

1. The Deputy Registrar/Deputy Director (Administration) shall be responsible to the Vice-Chancellor through the Registrar.
2. He/She shall:
 - (i) Be Department Head of Administration & Establishment/Estates, Co-ordination.
 - (ii) Liaison with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations.
 - (iii) Prepare and implement Manpower Planning, process Recruitment/Appointments, monitor Attendance and Punctuality.
 - (iv) Be responsible for timely purchase and issue of Liveries.
 - (v) Be responsible for settlement of Audit Paras relating to administration, General Supervision of Non-teaching staff working under him/her.
 - (vi) Make Allotment of Staff Quarters, arrangement for maintenance of staff car/hiring of vehicles etc.
 - (vii) Ensure Implementation of various policies of Government of India viz. reservation and Raj Bhasha Policy.
 - (viii) Attend to all legal cases in co-ordination with Standing Counsel of the Sansthan.
 - (ix) Provide assistance to CPIO in obtaining the relevant information under the RTI Act, 2005.
 - (x) Conduct physical verification of stores.

- (xi) Deal with the matters relating to the meetings of various Committees of the Sansthan.
 - (xii) Make arrangement for engagement of security/manpower /housekeeping Agencies.
 - (xiii) Deal with the various committees constituted from time to time by the UGC/Ministry.
 - (xiv) Prepare various important proposals including proposals for establishment of new campuses/ASSs/ASMs /projects/agenda/minutes.
 - (xv) Arrange processing of various claims such as Medical claims, Children education allowances etc. and benefits such as retirement benefits, promotions etc.
 - (xvi) Conduct the various programmes/meetings/functions of the Sansthan.
 - (xvii) Initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
 - (xviii) Exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

DEPUTY REGISTRAR/ DEPUTY DIRECTOR (FINANCE):

1. The Deputy Registrar/Deputy Director (Finance) shall be responsible to the Vice-Chancellor through Finance Officer/Registrar and shall act as Drawing & Disbursing Officer (DDO) of Sansthan.
2. He/She shall:
 - (i) Submit the request to the Ministry for release of Plan/Non-Plan Grant timely and follow up as may be necessary.
 - (ii) Ensure timely utilization of grants by the Headquarters and also by the campuses.
 - (iii) Perform Supervision of the work relating to classification of receipts and payments into budgetary heads.
 - (iv) Ensure Preparation of Annual Accounts/Budget Estimates/Revised Estimates.
 - (v) Undertake Works relating to Finance Committee Meeting and other meetings as per requirement.
 - (vi) Monitor receipt of grants from MHRD/UGC and other funding agencies and issue of Utilization Certificates.
 - (vii) Ensure Maintenance of receipts and payments and record the same in the Cash Book.
 - (viii) Ensure Reconciliation of bank balances as per books of accounts and cash books.
 - (ix) Plan and Execute Investment of surplus amounts as per the guidelines of Govt. of India.

- (x) Ensure Maintenance of all PF accounts, NPS accounts relating to Teaching & Non-Teaching staff.
 - (xi) Issue sanctions in respect of Pensions and Gratuity & Maintenance of Account.
 - (xii) Scrutinize and pass medical claims as per the authorized limit and cases.
 - (xiii) Plan Investment of PF amounts as per rules.
 - (xiv) Scrutinize, Check, Pass salary bills/pension bills/ Purchase bills/expenditure under various heads.
 - (xv) Scrutinize pay fixation, HBA, PF Withdrawals and other advances proposals.
 - (xvi) Be responsible to arrange internal as well as CAG audit and settle Audit Paras if any.
 - (xvii) Effect recovery of the Income Tax from the payment bills and submit return to the Income Tax Department.
 - (xviii) Liaison with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations, Finance Management, Project Management.
 - (xix) Deal with the various committees constituted from time to time by the UGC/Ministry.
 - (xx) Exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

DEPUTY REGISTRAR/ DEPUTY DIRECTOR (ACADEMIC):

1. The Deputy Registrar/Deputy Director (Academic) shall be responsible to the Vice-Chancellor through Registrar.
2. He/She shall:
 - (i) Be Head of Academic Section.
 - (ii) Liaison with the University Grants Commission, Ministry of Human Resource Development and other outside agencies/organizations regarding all academic matters.
 - (iii) Prepare and implement academic plans, arrange revision of syllabi of various courses, process project proposals, prepare proposals for introduction of new programme/courses.
 - (iv) Monitor affiliated institutions and affiliation process.
 - (v) Be responsible for settlement of Audit Paras relating to academic activities.
 - (vi) Ensure Implementation of various educational policies of Government of India, Regulatory Bodies such as UGC, NCTE, AICTE, AYUSH etc.
 - (vii) Deal with the matters relating to the preparation of agenda and minutes of meetings of Planning and Monitoring Board, Academic Council, Board of Studies and various academic sub-committees of the Sansthan, circulation and taking follow up action.

- (viii) Ensure standards for academic performance and prepare calendar of academic programme.
 - (ix) Exercise such other powers and perform such other duties as may be delegated/assigned to him/her by the Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

DEPUTY CONTROLLER (EXAMINATION)

1. The Deputy Controller of Examination shall be under the direct administrative supervision of the Controller of Examination and shall perform such duties as may be assigned to him by the Controller of Examination or any other Higher Authority.
2. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

ASSISTANT REGISTRAR/ASSISTANT DIRECTOR:

1. The Assistant Registrar/Assistant Director shall be responsible to the Vice-Chancellor through the Registrar/Finance Officer/Controller of Examination/Principal/Professor In-charge of the Campus as the case may be and will perform such duties as may be assigned to him/her by his superiors relating to section where he/she is posted.
2. He/She shall perform the following duties as appropriate to his/her posting:
 - (i) Administration & Establishment, Estate, Staff Quarters Allotments, assisting the Deans of Faculties, Guest House, Hostel Management, Purchase matter, Implementation of RTI Act, 2005, Co-ordination, Legal Affairs, Recruitment, Implementation of various policies/schemes of the Govt. of India/UGC meant for the welfare of SC/ST/PH/OBC/Women/Minorities, Raj Bhasha.
 - (ii) Administration of academic section, providing academic support services, affiliation, preparation of annual report, assisting in coordination of meetings of Academic council, Planning and Monitoring Board and Board of Studies, preparing proposals for Development / Project Management /Research Management
 - (iii) Assisting in examination works related to Pre, during and Post examination etc.
 - (iv) Undertaking the works of accounts, finance, grants and internal audit etc.
 - (v) Any other duties as and when assigned by the Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

SECTION OFFICER

1. The Section Officer shall be responsible to the Registrar/Finance Officer/ Controller of Examination through Section Head.
2. He/she shall assist and work under the guidance and supervision of the Deputy Registrar/Deputy Director and Assistant Registrar/ Assistant Director and perform the following duties:-
 - (i) Monitoring work of the section, allocation of the receipts to subordinate staff, ensuring disposal of cases on time and preparing arrears report of the Section for submission to higher authorities.
 - (ii) Taking follow up action on letters/reminders received from the UGC/Ministry/ Campuses or any other organisation.
 - (iii) Submitting the files to the higher authorities with proper supporting papers to the authorities to enable them to take appropriate and timely decisions, conveying such decisions to the appropriate agencies/ensuring implementation of such decisions.
 - (iv) Maintaining of confidentiality and secrecy wherever desired and also safe keeping the records/files entrusted to him/her by the higher authorities.
 - (v) Allotting/distributing and coordinating works to dealing assistants of Section.
 - (vi) Undertaking direct responsibility in respect of such important/confidential matters as may be assigned by the Competent Authority of the Sansthan.
 - (vii) Initiating various proposals and preparing drafts for submission to the higher authorities for consideration and approval in time bound manner.
 - (viii) Attending any other duties assigned to him/her by the competent authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

PROFESSIONAL ASSISTANT:

1. The Professional Assistant shall be responsible to the Registrar/ Principal/Professor In-charge through Assistant Librarian as the case may be.
2. He/She shall assist and work under the guidance and supervision of the Principal/Professor In-charge of Campus/Assistant Librarian/In-charge(Library)/ Deputy Registrar/ Deputy Director as the case may be and perform the duties as assigned to him/her as per the circular/internal departmental work distribution schedule.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

CURATOR

1. The Curator shall be responsible to the Registrar/Principal/Professor In-charge of the Sansthan/concerned campus as the case may be.
2. He/She shall:
 - (i) Be responsible for preservation of significant cultural items/manuscripts.
 - (ii) Organize artifacts or items so they can be displayed in collections or stored for safe-keeping.
 - (iii) Be responsible for negotiation of the price and acquisition of collections, as well as loan materials to other institutions.
 - (iv) Manage a staff of technicians, researchers and clerical workers so that items are properly catalogued or registered.
 - (v) Organize training to the concerned staff.
 - (vi) Provide copy for academic journals.
 - (vii) Be involved in promoting the interest of the Sansthan to the public which may include collections of manuscripts and rare books
 - (viii) Organize workshops and provide service to the researchers and academicians.
 - (ix) Perform the duties as may be assigned by the Registrar/Principal/Professor In-charge of the concerned campus as the case may be.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

ASSISTANT

1. The Assistant shall be responsible to the Registrar/Principal/Professor In-charge of the Campus through Section Officer/Assistant Registrar/Assistant Director as the case may be.
2. He/She shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar/Assistant Director/ Administrative Officer/Deputy Registrar/ Deputy Director or any other Officer In-charge and perform the duties as assigned to him/her as per the circular/internal departmental work distribution schedule which inter-alia includes the following:
 - (i) Submission and disposal of cases promptly.
 - (ii) Upkeep of all the files and records.
 - (iii) Preparing notes, draft letters, general typing work.
 - (iv) Assisting in organizing meetings, conference and workshop, and preparing agenda and minutes of the meeting of various Committees of the Sansthan.
 - (v) Attending any other duties assigned to him/her by the competent authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

STENOGRAPHER GRADE-I/PERSONAL ASSISTANT

1. The Stenographer Grade-I/Personal Assistant shall be responsible to the Registrar/Principal/Professor In-charge.
2. He/She shall assist and work under the guidance and supervision of the Assistant Registrar/Assistant Director/Administrative Officer/Deputy Registrar/Deputy Director or any other Officer In-charge.
3. He/She shall perform the following duties:
 - (i) Taking dictation and typing work to help his/her officer in various ways such as maintenance in methodical manner all secret personal papers, arranging of meetings, conferences tours, telephone calls, interviews, appointments and special duties assigned from time to time. Holding of the meetings, preparation of agenda, minutes of various Committees of the Sansthan.
 - (ii) Organising the work schedule; sorting out routine incoming and outgoing papers promptly, in order of priority and maintaining registers for the same.
 - (iii) Drafting letters/notes for the Officer and handling correspondence independently.
 - (iv) Maintaining excellent public relations and arranging meetings.
 - (v) Making travel arrangements for the Officer.
 - (vi) Summarizing from documents
 - (vii) Preparing information for Annual Reports, Newsletter, etc., pertaining to the Sansthan activities.
 - (viii) Referring/directing callers (in person/telephone)/papers to appropriate persons in the University.
 - (ix) Be responsible for the safe custody of all the files in the Sansthan and maintain strict confidentiality on all matters related to the Officer's work of any nature.
 - (xii) Any other duties as and when assigned by the Registrar/Vice-Chancellor from time to time.
4. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

INSTRUCTOR

1. The Instructor shall be responsible to the concerned Assistant Registrar/Assistant Director.
2. He/she shall:
 - (i) Ensure diagnosing the student's readiness to learn
 - (ii) Monitor student progress toward objectives sought,
 - (iii) Recognize and discover a student's learning difficulties,
 - (iv) Stimulate students to further efforts,
 - (v) Evaluate the quality of a student's learning,
 - (vi) Assign a grade to estimate learning outcomes.

- (vii) Any other duties assigned to him/her from time to time by the superior Officers.
- 3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

LIBRARY PANDIT

- 1. The Library Pandit shall be responsible to the Assistant Librarian /Principal/Professor In-charge. He/She shall assist and work under the guidance and supervision of the Assistant Librarian/Principal/Professor In-charge of Campus.
- 2. He/She shall:
 - (i) Assist in preparation of books, selection slips, duplicate checking, accessioning, general typing work, typing catalogue cards, transcribing, catalogue card filling, registration (periodicals and news papers) routine, binding routine, circulation work and connected routine, processing the bills for payment, other routine technical work as assigned.
 - (ii) Carryout the data feeding work, general typing work by computer and library automation works.
 - (iii) Perform other works relating to the Administration/Academic/Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
 - (iv) Initiate various proposals and prepare drafts on computer and submit the same to the higher authority for consideration and approval in time bound manner.
 - (v) Perform any other work as and when assigned by the Competent Authority/Officer In-charge of the Library of the Sansthan.
- 3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

MANUSCRIPT PANDIT

- 1. The Manuscript Pandit shall be responsible to the Principal/Professor In-charge/ Curator.
- 2. He/She shall perform the following duties:
 - (i) Copying Manuscripts, classification and catalogue work of manuscripts.
 - (ii) Proof reading and publication work.
 - (iii) Preparation of Library Index cards subject-wise and author wise for manuscripts.
 - (iv) Survey and collection of manuscripts and books.
 - (v) Any other work as assigned by Principal/Professor In-charge/Curator.
- 3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

COPYIST

1. The Copyist shall be responsible to the Principal/Professor In-charge/Curator.
2. He/She shall perform the duties as assigned by Principal/Professor In-charge which includes copying, editing, proof reading, publication and allied works pertaining to manuscripts and other scripts etc.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

PROFESSIONAL ASSISTANT (Formerly Assistant Librarian)

1. The Professional Assistant shall be responsible to the Assistant Librarian/Principal/Professor In-charge/ Registrar.
2. He/She shall:
 - (i) Interact with the academic community in order to determine their requirements of reading materials and acquire the same for the library.
 - (ii) Classify the documents.
 - (iii) Provide reference services and documentation services to the faculty members, research scholars and students.
 - (iv) Prepare bibliographies and indexes.
 - (v) Supervise the library activities of the Sansthan or concerned campus.
 - (vi) Attend correspondence relating to Library.
 - (vii) Any other duties assigned from time to time by the Assistant Librarian/Principal/ Professor In-charge.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

TECHNICAL LAB ASSISTANT:

1. The Technical Lab Assistant shall be responsible to the Principal/Professor In-charge.
2. He/She shall:
 - (i) Work under the direction/supervision of Head of Department of Shiksha Shastra and assist in smooth functioning of the different laboratories.
 - (ii) Assist in operation, upkeep and maintenance of equipment entrusted to his/her care as also carry out rectification of minor defects in the instruments.
 - (iii) Maintain the ledgers of consumable and non-consumable items and such other stores of the Laboratory and obtain the signature of the Head of the Department.
 - (iv) Carryout the data feeding work, general typing work by computer and handle correspondence entrusted to him/her by the Head of the Department/ Principal/Professor In-charge.

- (v) Provide technical support in the classroom such as arranging power point presentation, OHP and other assistance as required for the Departments of the Campus.
 - (vi) Supervise works of the subordinate technical staff if any, maintain the attendance register of the students of the Department and ensure timely submission of reports to the Head of the Department.
 - (vii) Ensure timely procurement of consumables and process the requisitions in advance for signature and onward transmission to the appropriate authority.
 - (viii) Be required to perform other works relating to the Administration/Academic/ Examination and teaching and non-teaching activities, as and when assigned by the competent authority as per the requirement.
 - (ix) And such other jobs that may be assigned to him/her by the Head of the Department/Principal/Professor In-charge of the campus from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

UPPER DIVISION CLERK

1. The Upper Division Clerk shall be responsible to the Registrar/ Principal/Professor In-charge through Section Officer. He/she shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar/Assistant Director/Administrative Officer/Deputy Registrar/ Deputy Director or any other Officer superior to him/her.
2. He/She shall:
 - (i) Ensure maintenance of files, records, registers and any other classified/unclassified/ regulatory documents.
 - (ii) Attend to diary and despatch works as and when assigned.
 - (iii) Initiate proposals, deal with files including noting, drafting for correspondence, data entry/general typing work.
 - (iv) Attend to works pertaining to care-taker, cashier, store, purchase, pay bill, income tax, staff car maintenance, maintenance of equipment and also deal with the service/establishment/accounts matters, advertisements, field works and in other sectors as per requirements.
 - (v) Attend to any other duties as and when assigned by the Controlling Officer/Competent Authority of the Sansthan.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

STENOGRAPHER GRADE-II:

1. The Stenographer shall be responsible to the Registrar/Principal/Professor In-charge through his/her Controlling Officer. He/She shall assist and work under the guidance and supervision of the Assistant Registrar/Assistant Director/ Administrative Officer/Deputy Registrar/Deputy Director.

2. He/She shall:
 - (i) Take dictation and transcribe, attend to computer typing, e-mailing, fax, telephone calls, data entry etc.
 - (ii) Attend to diary and despatch work and also ensure movement of files of the concerned section.
 - (iii) Keep confidential records, telephone register, Log Book, office equipment and any other records/equipments in safe custody.
 - (iv) Attend to fixing of appointments and keep general supervision of cleanliness, hygiene.
 - (v) Initiate various proposals and prepare drafts on computer and submit the same to the Controlling Officer for consideration and approval in time bound manner.
 - (vi) Attend to any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

LOWER DIVISION CLERK:

1. The Lower Division Clerk shall be responsible to the Registrar/ Principal/Professor In-charge through Section Officer. He/She shall assist and work under the guidance and supervision of the Section Officer, Assistant Registrar/Assistant Director/ Administrative Officer/Deputy Registrar/Deputy Director or any other Officer In-charge.
2. He/She shall:
 - (i) Perform diary, dispatch and typing work.
 - (ii) Maintain files, records, registers and any other classified/unclassified/ regulatory documents.
 - (iii) Deal with files on different issues including noting, drafting, general typing and data entry on computer etc.
 - (iv) Perform the duties of care-taker, cashier, cash collection, counter-clerk, store-keeper, accounts clerk and field duties as may assign.
 - (v) Assist superiors in organizing the meetings, preparation of agenda, minutes of various Committees of the Sansthan.
 - (vi) Attend to any other duties as and when assigned by the Controlling Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

STAFF CAR DRIVER:

1. The Staff Car Driver shall be responsible to the Registrar/Principal/Professor In-charge through Officer attached to.
2. He/She shall:
 - (i) Drive vehicles, maintain log book of the vehicle, keep record of the fuel and mileage, carry out minor repairs and maintain cleanliness and road worthiness of vehicles.
 - (ii) Be responsible for the proper maintenance/safety and timely renewal of the insurance policy/pollution certificate of the vehicle/s.
 - (iii) Extend courtesy to the Officer and Guest travelling in the Vehicle.
 - (iv) Be required to stay in the campus as and when the Staff Quarters will be allotted to him/her under the essential categories for performing the duties of Staff Car Driver.
 - (v) Be required to perform duties before and after the office hours, shift duty in the night, Sunday and other holidays, as and when assigned by the Competent authority keeping in view the exigency of the work.
 - (vi) Be required to perform the duties of the MTS if required.
 - (vii) Attend to any other duties as and when assigned by the Controlling Authority/Competent Authority from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

LIBRARY ATTENDANT:

1. The Library Attendant shall be responsible to the Registrar/Principal/Professor In-charge through Assistant Librarian/Professional Assistant. He/She shall assist the Assistant Librarian/Professional Assistant in day to day work of Library and work under their guidance and supervision.
2. He/she shall:
 - (i) Place books in shelves, racks on day to day basis and attend to dusting of books racks, table and furniture etc.
 - (ii) Attend to duty at the Library entrance gate including checking of books.
 - (iii) Attend to shift duties including night shift, duty in late hours in the reading room and on holidays.
 - (iv) Make entry of newspapers, journals and magazines.
 - (v) Operate xerox machine, arrange binding of books, lamination of cards/identity cards, field duty and attend to such other works as assigned by his/her superiors from time to time.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.

MULTI TASKING STAFF (MTS):

1. The MTS shall be responsible to the Registrar/ Principal/Professor In-charge through Section Officer. He/She shall assist and work under the guidance and supervision of the Section Officer/Assistant Registrar/Assistant Director/ Administrative Officer/ Deputy Registrar/ Deputy In-charge or any other Officer In-charge.
2. He/She shall perform the following duties:
 - (i) Physical maintenance of records of section.
 - (ii) General cleanliness & upkeep of the Section/Unit.
 - (iii) Carrying of files & other papers within the building.
 - (iv) Photocopying, sending of FAX etc.
 - (v) Other non-clerical work in the Sections/Unit.
 - (vi) Assisting in routine office work like diary, dispatch etc. including on computer.
 - (vii) Delivering of Dak (inside & outside the building)
 - (viii) Watch & ward duties.
 - (ix) Opening & closing of rooms.
 - (x) Cleaning of rooms.
 - (xi) Dusting of furniture etc.
 - (xii) Cleaning of building, fixture etc.
 - (xiii) Work related to his ITI qualification, if it exists
 - (xiv) Driving of vehicles, if in possession of valid driving license
 - (xv) Upkeep of parks, lawns, potted plants etc.
 - (xvi) Any other work assigned by superior authority.
3. The incumbent to the post may be transferred/posted to any other section/campus as per the exigency of situation.