



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament
56-57, Institutional Area, Janakpuri, New Delhi-110058
Website: www.sanskrit.nic.in

Advertisement No. 03/2022

Date: 08.10.2022

DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

The Central Sanskrit University, Delhi established by an Act of Parliament invites applications through **Online mode only** from Indian Nationals for recruitment to the following Non-teaching Posts for its Headquarter Office at New Delhi and the Campuses located at different places in the country. The applicants are required to apply Online through Link (<https://sanskritnt.samarth.edu.in/index.php/site/login>) given in the University's Website www.sanskrit.nic.in under "Recruitment/ Notification" heads.

Sl. No.	Name of the Post and Pay Matrix Level	No. of Posts & Category	Mode of Recruitment	Age Limit
1.	Deputy Director (Finance) (Level 11)	01 - UR	By Transfer on Deputation or by Direct Recruitment	Direct Recruitment - Preferably below 50 years. Deputation - Below 56 years
2.	Accounts Officer (Internal Audit) (Level 7)	01 - UR	By deputation failing which by Direct Recruitment	Direct Recruitment - below 40 years. Deputation - Below 56 years
3.	Section Officer (Level 7)	01 - UR	Direct	Below 40 years

Note: UR - Unreserved

Important:

- The posts in the University are of All India Cadre and accordingly, appointments will be made at any Campus/HQ Office, as per requirement. Employment in the University involves liability to serve in any of the University's Campus situated at different parts of the country.
- For separate post, separate application must be submitted through online mode along with requisite fee.
- Information relating to selection process of above posts will be communicated through University's website or email communication to the concerned candidates. Candidates are advised to regularly visit the website of the University or e-mail provided in the application form.
- Duly completed application should be submitted through online mode in the prescribed application format available in Samarth Portal at University's website (<https://sanskritnt.samarth.edu.in/index.php/site/login>) under "Recruitment/ Notification" heads. Candidates will have to submit scanned copies of the Original Documents alongwith the application.
- Schedule of submission of application is as under:-
 - Start Date & time of Online Registration/Submission of online application 08.10.2022 by 10.00 a.m.**
 - Last date & time of Online Registration/Submission of online application 07.11.2022 by 11.59 p.m.**
- There will be an application fee of Rs. 1000/- (Rs. 500 for SC/ ST/PwBD) which can be paid through online mode only. Any other mode of payment shall not be accepted towards application fee. Fee once paid will not be refunded.
- The details of vacancy position, qualifications and other eligibility criteria for above posts, procedure and conditions for submission of application, and other terms and conditions are given here in this detailed

notification for recruitment.

8. Those in employment may submit/upload "No Objection Certificate" from his/her employer in the prescribed format while submitting the application through **Online mode only**. No Objection Certificate and Vigilance Clearance Certificate in original from the concerned employer should be submitted at the time of Document Verification/Interview.
9. Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of **Online** applications during the last date, due to probable heavy network load. The University will not entertain any complaint in this regard.
10. **Information relating to selection process of above posts will be communicated through University's website or via registered email only to the concerned candidates. Further, Date/Schedule of Written Test/ Interview/Selection criteria and scheme of examination (as applicable) and other details etc. shall be uploaded /available in the University's website <http://www.sanskrit.nic.in> time to time. Hence, the Candidates should keep visiting University's website "www.sanskrit.nic.in" regularly for important announcement/information/corrigendum/notices and other details throughout the selection processes at various stages for filling up these vacant positions.**
11. **The University may entrust the recruitment process for conducting written examination etc. to an Expert Agency and details of such process and instructions for candidates therefor will be uploaded on University's website. Candidates will have to consult the website regularly and cautiously for being prepared for the written examination (as applicable) and also for further action to be taken by them in this regard.**
12. **It should be noted that University will not verify the complete eligibility of the candidates with regard to eligibility criteria for the post(s) under Scheme of Examination before conducting Written Test(s) for the concerned post(s). All candidates except Rejected Cases, will be permitted to appear in the Written Test(s)/Interview, in the first instance, purely on provisional basis. The candidates should, therefore, ascertain themselves that they are completely eligible for applying for the post. Merely appearing at Written Test(s)/Interview will not entail the candidates for any claim/ right for the post. Rejected candidates will be informed through their concerned e-mail about their ineligibility for the post and Admit Cards in respect of them will not be generated in the concerned link. Any communication/submission from the candidates who were found Rejected will not be entertained, in any case, that the rejection of their candidature for the post has been found on the basis of procedural lapses for submission of application for the post(s), such as non-submission of requisite fee, incomplete application, etc.**
13. **Candidates qualifying Written Test (wherever applicable) and fulfilling all the requisite eligibility criteria will only be eligible for appearing at Interview.**
14. **The candidature of the applicant for appearing at written Test/ Interview/ Document verification will be entirely provisional and mere issue of Admit Card or appearance in Written /Interview does not entitle him/her for any right/ claim for the post(s).**
15. **Process for recruitment to the above posts will be uploaded on the University's website time to time or may be communicated through email/mobile Number. CSU will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and CSU website: www.sanskrit.nic.in for updates.**
16. **For any technical problem(s) faced during Registration, Online Application Submission etc, contact at support-recruitment@csu.co.in**

REGISTRAR

Eligibility Conditions

1. DEPUTY DIRECTOR (FINANCE)

Educational & Other Qualifications:

Essential:

- (i) Post Graduate 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.
- (ii) At least nine years of experience as Assistant Professor in the Pay Matrix Level - 10 and above with experience in accounts and finance in educational administration.

OR

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

OR

Five years of experience in the relevant field as Assistant Finance Officer or equivalent in the Pay Matrix Level - 9 atleast.

Desirable:

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

By deputation: Officers holding analogous posts on regular basis or with five years regular service in Pay Matrix Level-9 or with eight years regular service in Pay Matrix Level-7 with experience in accounts and finance in the Central/State Government, Universities and other autonomous organizations.

2. ACCOUNTS OFFICER (INTERNAL AUDIT)

Direct Recruitment:

Educational & Other Qualifications:

Essential:-

- (i) Post Graduate 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.
- (ii) 3 years supervisory experience in work related to Finance/Accounts in recognized Institutions/ Government/Semi-Government/Autonomous Bodies.

Desirable:-

- (i) ICWA/CA/SAS/CS
- (ii) Knowledge in Computer Application

By deputation: Officers having educational qualification prescribed for direct recruitment and holding analogous posts with 5 years regular service or having 8 years regular service in pay matrix level-6 with experience in the relevant filed in the Central /State Govt./Universities and other Autonomous organizations.

3. SECTION OFFICER

Educational & Other Qualifications:

Essential:

- (i) Graduate in any discipline from a recognized university.
- (ii) At least three years" experience as Assistant or equivalent post in the Pay Matrix Level-6 OR eight years experience as 'UDC' or equivalent posts in the Pay Matrix Level-4 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 with minimum annual turnover of Rs.200 crores.
- (iii) Proficiency in computer operation, noting and drafting.

Desirable:

- (i) Knowledge of Sanskrit.
- (ii) Diploma in Computer Application from a recognized institute.
- (iii) Experience of Accounts/ Establishment.
- (iv) Well conversant in Hindi/ English.

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.

General Terms and Conditions of Recruitments: -

1. Application Form :

- a) The last dates as prescribed above may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on web-site of the University only and the candidates are advised to visit the University's website "www.sanskrit.nic.in" regularly.
- b) The columns in the online application form can be expanded to furnish any further information.

2. Applications/candidature of applicants are liable to be cancelled/rejected summarily or at any stage of the recruitment process in the event of all or any of the following:

- i. Applications being incomplete.
- ii. Application made in the form other than the form uploaded in Samarth Portal in University's website "www.sanskrit.nic.in".
- iii. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
- iv. Fee not paid as per instructions.
- v. Under aged/over aged candidates. Age limit will be counted as on the closing date of submission of online application.
- vi. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- vii. Incorrect information or misrepresentation or suppression of material facts.
- viii. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
- ix. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- x. Non-production of Original Certificates at the time of Verification of Documents.
- xi. Any other irregularity.

3. Mere possession of eligibility conditions shall not entitle a candidate to be called for Written/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 eligible for written test/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.

4. Candidates shall have to submit scanned copies of original documents alongwith the application to be submitted through Online. They shall, however, submit original documents thereof for verification during Documents Verification/Interview or at any stage of recruitment or thereafter.

5. The experience in different fields as prescribed in eligibility criteria 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.
6. Relaxation in age, qualification and experience etc. will be applicable as per the UGC/Govt. of India guidelines and Central Sanskrit Universities Act, 2020 and its Statutes and Ordinances issued from time to time. A certificate to this effect issued from the competent authority should be attached with prescribed application form. Whatever, relaxation of qualification including percentage of marks is permitted under the UGC/GOI Guidelines/Central Sanskrit Universities Act, 2020 and its Statutes and Ordinances, such relaxation shall also be considered in appropriate cases subject to recommendations of the screening committee.
7. The candidate will have to present himself/herself for Written test/Interview if called for, at the place and time fixed by the University at his/her own expenses.
8. 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.
9. 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 age etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
10. The persons appointed against any post shall be governed by the Central Sanskrit Universities Act, 2020 and its Statutes, Ordinances, Rules and Regulations as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC/Statutes/ Ordinances as adopted by the University from time to time.
11. Admit card as applicable will be issued provisionally, on the basis of information furnished by the candidate in his/her application. The University will not verify/scrutinize this information in advance and therefore, mere appearance at the examination will not, in any way, entitle him/her to claim for the post.
12. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test/Interview (as applicable) in the first instance. Final list of candidates found eligible for Written Test/Interview will be displayed separately in due course. Candidates qualifying Written Test (as applicable) will be eligible for Interview. List of those qualified candidates and schedule of Interview will be displayed in University's website in due course.
13. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post; he/she has applied for as on last date of receipt of applications.
14. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the University. The University will not make any kind of

corrections in admit cards received by post. No modification, whatsoever, in the admit card at the examination centre will be allowed.

15. The employees of the University are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the University are located or may be located in future.
16. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

Seven Point Scale for grading system is given below:

SEVEN POINT SCALE

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

17. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of Document Verification. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the written test/Interview/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
18. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
19. The Candidates should keep a copy of Application printout alongwith fee submission receipt for producing at the time of Document Verification and also for their future reference.
20. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection as may be detected even after issue of appointment letter.
21. The University reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any error etc., for which the candidates are advised to be in the lookout for announcements in the website: "www.sanskrit.nic.in".
22. The select panel of candidates of this recruitment process will be valid for one year.
23. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
24. The CSU has framed Selection Criteria and Scheme of Examination for particularized posts for recruitments. The CSU reserves the right to modify the Criteria/Scheme concerning the recruitment and/or to add/withdraw the post (s) in/from the preview of Scheme of Examination as per requirement.
25. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.

26. The University reserves the right to increase or decrease the vacancies according to the circumstances.
27. The University reserves the right to reject any application without assigning any reason thereof.
28. Canvassing in any form will be a disqualification.
29. Interim enquiries shall not be entertained.
30. **Statutory Warning:** Selection in the University is free, fair and merit basis. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature of service and legal action against the concerned individual will be initiated.
31. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Hon'ble Courts in Delhi.
