

**SHRI LAL BAHADUR SHASTRI NATIONAL SANSKRIT UNIVERSITY
(CENTRAL UNIVERSITY),
B-4, QUTAB INSTITUTIONAL AREA, NEW DELHI-110016**

Advt. No. 02/2023

Applications are invited by online mode from eligible candidates for recruitment to the following non-teaching posts:-

S.No.	Name of the post and pay level	Nos. of post(s) and category
1	Section Officer Pay Level-7	01-ST
2	Personal Assistant-Pay Level-6	01-UR
3	Laboratory Assistant-Pay Level-4	01-UR
4	Upper Division Clerk- Pay Level-4	01-OBC, 01-ST
5.	Stenographer-Pay Level-4	01-OBC, 02-UR
6	Lower Division Clerk-Pay Level-2	01-UR
7	Staff Car Driver-Pay Level-2	01-UR
8	Multi-Tasking Staff (Group- C)-Pay Level-1	03-UR, 01-EWS
9	Laboratory Attendant -Pay Level-1	01-PwBD- Blindness and low vision

The eligibility criteria along with detailed terms and conditions of recruitment can be downloaded from the website "www.slbsrsv.ac.in". The candidates are required to submit their applications and pay the requisite fees of Rs.1000/- (Rs.500/- for SC/ST/Women/OBC/EWS) through on line mode only. The PwBD candidates are not required to deposit any fee. Any corrigendum/addendum shall be posted only on the university website. **The closing date for submission of duly filled in online application is 24.03.2023. The print out of the online application along with the supporting documents should also be sent to the University by post on or before 31.03.2023.**



REGISTRAR (I/C)

NON-TEACHING:**1. Section Officer (Group-B) -(01-ST)- Pay Level -07 - Direct****Essential:**

- i) A Bachelor's Degree in any discipline from any recognised Institute/ University.
- ii) Three Years' Experience as Assistant in the Level 6 or eight years as UDC in Level 4 in any Central / State Govt./ University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/ bank with annual turnover of at least Rs.200/- Crores or more.
- iii) Proficiency in Computer Operation, noting and drafting (to be adjudged through a skill test).

Age limit:-40 years.

2. Personal Assistant (Group-B) - (01-UR) - Pay Level -6-- Direct**Essential:-**

- 1. A Bachelor's Degree in any discipline from any recognised Institute/ University.
- 2. Proficiency in Stenography in English or Hindi with minimum speed of 100wpm.
- 3. Proficiency in Typing in English or Hindi with minimum speed of 35 / 30 wpm respectively.
- 4. Knowledge of Computer Applications.
- 5. Two years experience as Stenographer or equivalent in Central State Govt. Organisations / University Research Institution or Central / State autonomous Institution/reputed private institutions having a turnover 200 Crores.

Desirable: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 100 w.p.m.

Transcription: 40 minutes English/55 minutes Hindi

Age limit:-35 years.

3. Laboratory Assistant (Group-C) - (01-UR) - Pay Level - 4 - Direct**Essential:**

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

Age limit:-32 years.

4.Upper Division Clerk(Group-C) -(01-OBC, 01-ST)- Pay Level -4 - Direct

Essential:

1. A Bachelor's Degree from any recognized Institute/ University.
2. Two year experience as Lower Division Clerk/ Equivalent posts in University/ Research Establishment / Central State Govt./ PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/ corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more.
3. Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm
4. Proficiency in Computer Operations.

Age limit:-32 years.

5.Stenographer (Group-C) -03 (01-OBC & 02-UR)- Pay Level -4 - Direct

Essential:

1. A Bachelor's Degree in any discipline from any recognised Institute/ University.
2. Proficiency in Stenography in English or Hindi with minimum speed of 80wpm.
3. Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively.
4. Knowledge of Computer Applications.

Desirable Qualifications: Proficiency in English and good communication skills.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 80 w.p.m.

Transcription: 50 minutes English/65 minutes Hindi

Age limit:-32 years.

5. Lower Divison Clerk (Group-C) - (01-UR) - Level -2 - Direct

Essential:

- (i) A Bachelor's Degree from any recognized Institute/ University.
- (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm(35wpm and 30wpm correspond to 10500KDPH/ 9000KDPH on an average of 5 Key depressions for each work)

Proficiency in Computer Operations (to be adjudged through a skill test)

Age limit:-32 years.

7. Staff Car Driver (Group-C) -(01-UR)- Pay Level -2 - Direct

Essential:

- (i) 10th Pass from any recognised Board
- (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement
- (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).
- (iv) Experience of driving motor vehicles for at least 05 years in an organization/ private company, agency, firm.

Age limit:-35 years.

8 Multi-Tasking Staff (Group-C) -(03-UR, 01 EWS)- Pay Level -1- - Direct

Essential:

10th Pass from any recognized State/ Central School Board

OR

ITI Pass.

Age limit:-32 years

9. Laboratory Attendant (Group-C) -(01-PwBD-Blindness and Low Vision)- Level -1-Direct

Essential:

10+2 with Science stream from any recognized Central/State Board

OR

10th Pass from any recognized Central/ State Board with Science as one of the subjects and skill certificate programme in Laboratory Technology.

Age limit:-32 years.

General Terms and Conditions of Recruitment:-

Application Form:

1.

- a) The candidate is required to submit his/her application and pay the requisite fee of Rs. 1000/- (Rs.500/- for SC/ST/Women/OBC/EWS) through on line mode only. The PwBD candidates are not required to deposit any fee. The relaxation in payment of application fees may be granted to the reserved categories on submission of the valid certificate of the category. **The candidates who had applied for the non-teaching posts against Advt. No.03/2019 are required to apply afresh. However, the application fees will be refunded as per rule. In case of any technical difficulty in submission of application form through on line mode, the candidates may contact the Computer Centre of the University at telephone nos. 011-46060645, 46060630.**

- b) **LAST DATE OF RECEIPT OF APPLICATION:** The last date of receipt of duly filled- in application (by on line mode) is **–24.03.2023** which may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on the web-site of the University only and the candidates are advised to visit the web-site- **www.slbsrsv.ac.in** of the University on regular basis in this regard.

- (c) **PRINT OUT OF ONLINE APPLICATION:**

The candidates who are already in service shall submit their print out of the online applications through proper channel along with the employer certificate and vigilance clearance report duly filled and signed by the current employer in the enclosed format as annexed at Annexure-I and also the Annual Performance Appraisal Reports duly certified by the employer for the last five years.

The print out of the online application in a closed cover, complete in all respects along with supporting documents duly signed, should be sent to the "Registrar, Shri Lal Bahadur Shastri National Sanskrit University (Central University), B-4, Qutab Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016" on or before 31.03.2023 by super-scribing "Application for the post of"

The University shall not be responsible for any postal delay. It shall be the responsibility of the applicant to ensure that the print out of online application is received by the University within specified time failing which the application shall not be considered. Incomplete applications and applications received after the due date shall be rejected.

- (d) It shall be the responsibility of the candidate to ensure that he is eligible for the post and submit the application duly filled-in, along with the desired information sought therein and also provide documents and other supporting materials accordingly. Suppression of factual information, supply of any fake document, providing false or misleading information or any other undesirable action by the candidate may lead to cancellation of his candidature and also termination of his services if it comes to the notice of the employer at a later stage.

2. The candidate should send the self-attested copies of all certificates relating to his educational qualifications, experience, age, caste and other testimonials along with his application. In case the application of any applicant is not supported by the desired enclosures including certificates, mark sheets, his/her candidature shall be summarily rejected and no correspondence shall be entertained thereafter. The candidates must be instructed to submit a list of enclosures to avoid any confusion in this regard. Category/Caste certificate by candidate seeking reservation as SC/ ST/ OBC/PwBD,

should be submitted in the prescribed proforma from the competent authority indicating clearly the candidate's Category/Caste, the Act/ Order under which the Category/Caste is recognized as SC/ ST/ OBC/PwBD and the village/ town the candidate is ordinarily a resident of as the case may be.

3. In case of OBC, a declaration in the prescribed format (**Annexure-II**) by candidate seeking reservation as OBC, that he/she does not belong to the creamy layer on the crucial date, in addition to the community certificate (OBC). Unless specified otherwise, the prescribed closing date for receipt of Online Recruitment Application for the post is to be treated as crucial date.
4. As per the OM No.36039/1/2019-Estt (Res) dated 31.01.2019 of the DoPT, Govt. of India, the benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued 'by any one of the following authorities in the prescribed format as given in Annexure-I of the above-mentioned OM dated 31.1.2019, shall only be accepted as proof of candidate's claim as 'belonging to EWS: - (i) District Magistrate/Additional District Magistrate/ Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary 3 Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate (iii) Revenue Officer not below the rank of Tehsildar and (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.
5. Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts 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 a 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.

The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No.	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Government/State Government/ Central Universities/UGC maintained Deemed to be Universities/ other Central/State Autonomous Bodies/Organisations/Institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit as prescribed for direct recruits shall not be insisted upon in the case of departmental candidates of Shri Lal Bahadur Shastri National Sanskrit University, New Delhi.

The crucial date for determining the age and eligibility shall be the closing date of the application.

6. 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 does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post
 7. (i) The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
 (ii) The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
 (iv) The University reserves the right to reject any application without assigning any reason thereof.
 (v) 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.
 8. (i) Interim enquiries shall not be entertained.
 (ii) 'CANVASSING IN ANY FORM SHALL DISQUALIFY THE CANDIDATURE OF THE CANDIDATE'
 (iii) Applicants are required to apply on separate form for each post
 9. Notwithstanding anything mentioned above, the candidature of the candidate(s) applied against posts in response to the advertisement of the University or the persons to be appointed against any post shall be governed by the provisions of Central Sanskrit Universities Act, 2020 and Statutes, Cadre Recruitment Rules for appointment on Non-Teaching and other Academic Posts, 2022 of the University as amended from time to time and resolutions of the Executive Council and rules of the Govt. of India/Guidelines of the UGC (wherever applicable) as amended from time to time
 10. The guidelines of the UGC and Government of India rule with regard to the reservation and relaxation, if any, as applicable for various categories etc., shall be followed in letter and spirit.
 12. The candidature shall be liable to be cancelled at any stage of recruitment if it is found at any stage that the candidate is not meeting the eligibility requirements as per CRRs and or the information provided is found to be incorrect or wrong.
 13. While filling up the posts under direct recruitment, the University shall hold the written and/or Skill tests for all Group "B" and "C" Non-Teaching posts. The written test may comprise Reasoning Ability, Simple Arithmetic, General Knowledge, Domain Knowledge of the Establishment, Accounts, Examinations, Language proficiency in English and Hindi, etc. wherever applicable, noting and drafting etc. and/or skill tests, or any other type of test depending upon the job requirements (such as posts under Technical /Laboratory services, Engineering, Information and Communication Technology, Library services etc.) to be decided by the University.
- The University may conduct written tests in two stages (i) an objective type test (Paper I) carrying 100 marks, and (ii) a descriptive-type test (Paper II) carrying 100 marks. The minimum qualifying marks to be secured in Paper I shall be 40%. The answer scripts of the candidates for the descriptive test shall be evaluated only in respect of those candidates who secure the minimum qualifying marks in Paper I. The candidates who secure 50% marks in Paper II shall be called for the skill test/interview, wherever

applicable. The marks allocated for the skill test, wherever applicable, shall be 50 and the minimum qualifying marks in the skill test shall be 25.

The merit list of the candidates shall be drawn based on the performance in Paper I (Objective Type Test) and Paper II (Descriptive test) and Interview (wherever applicable) subject to qualifying the skill test, wherever applicable.

Notwithstanding the above, the University at its discretion may hold single written test (Descriptive Test) and skill test, wherever applicable, depending upon the number of candidates, job requirements (such as posts under Technical/Laboratory services, Engineering, Information and Communication Technology, Library services etc.)

Relaxation in qualifying marks or any other relaxation in the test, if any for the reserved categories shall be extended as per the Govt. of India guidelines as amended from time to time

14. **Any corrigendum/addendum or any other related information relating to recruitment shall be posted on the website "www.slbsrsv.ac.in" of the University only for which the candidates are required to be in constant touch with the website of the University.**
15. **Typographic error or anomaly, if any in the advertisement No.02/2023, shall be rectified as per rule.**
16. *In case of any grievance of any candidate, the candidate may also approach the Vice-Chancellor/ Registrar of the University in writing for redressal relating to the recruitment sufficiently in advance.*
17. **For detailed provisions relating to the recruitments**, the candidates are required to go through Cadre Recruitment Rules for appointment on Non-Teaching and other Academic Posts, 2022 which are available on the websites of the UGC www.ugc.ac.in of the University.
17. **Territorial Jurisdiction:** In case of any disputes, the territorial jurisdiction for adjudication shall be Delhi only.