



NATIONAL SANSKRIT UNIVERSITY

(A Central University established by an Act of Parliament)

(Erstwhile Rashtriya Sanskrit Vidyapeetha)

TIRUPATI - 517 507, A.P.

PROSPECTUS FOR NON-TEACHING POSTS

Advt.No. NSKTU/Estt./NT/ 2020 dated 14.10.2020

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI

(A Central University established by an Act of Parliament)
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NOTIFICATION

National Sanskrit University (A Central University established by an Act of Parliament), Tirupati invites applications from the eligible candidates for the following Non-Teaching positions to be filled by direct recruitment

S. No.	Name of the Post	No. of Posts Vacant	No. of Posts & Reserved categories						Level in Pay Matrix (7 th CPC)
			SC	ST	OBC	PwD	EwS	UR	
1.	Registrar (for a tenure of five years)	01	-	-	-	-	-	01	14
2.	Finance Officer (for a tenure of five years)	01	-	-	-	-	-	01	14
3.	Deputy Registrar	01	-	-	-	-	-	01	12
4.	Deputy Librarian	01	-	-	-	-	-	01	13A
5.	Private Secretary	01	-	-	-	-	01	-	07
6.	Group – C ‘MTS’	02	-	-	-	-	02	-	01

The Applications along with Prospectus can be downloaded from the National Sanskrit University, Tirupati website:nsktu.ac.in Applicants are required to enclose a Demand Draft of Rs.800/- for UR/OBC/EwS candidates and Rs.200/- for SC/ST candidates drawn on any nationalized bank in favour of the **Registrar, National Sanskrit University, Tirupati** from **14th October, 2020** onwards. **The PwD candidates are not required to pay any fee.** Separate application form should be submitted for each Post along with the prescribed fee. The Application form shall not be provided by Cash/Speed Post/Registered Post or any other mode. The applicants are required to send the downloaded filled in applications along with the prescribed fee to the **Registrar, National Sanskrit University, Tirupati - 517 507, Chittoor (Dist.), Andhra Pradesh.**

The Last date for submission of duly filled-in downloaded prescribed application form is 16th November, 2020 by 5:30 pm.

Advt.No.NSKTU/Estt./NT/2020 dated 14.10.2020

REGISTRAR i/c

Eligibility Conditions

1. **REGISTRAR - 01 post – UR – Level 14 as per 7th CPC Pay Matrix**

Education and other qualifications required for direct recruits

Essential:

- i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration

or

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

or

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

Method of recruitment : Direct/Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier.

Age Limit for Direct Recruits : Preferably below 57 years

2. **FINANCE OFFICER – 01 post – UR – Level 14 as per 7th CPC Pay Matrix**

Education and other qualifications required for direct recruits

Essential:

- i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration

or

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

or

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

Method of recruitment : Direct/Deputation for a tenure of five years or till attaining the age of 62 years, whichever is earlier.

Age Limit for Direct Recruits : Preferably below 57 years

Deputation:

By drawing officers belonging to Audit and Accounts Services or other similar organised Accounts Services in Central / State Govt., holding analogous posts on regular basis.

OR

With three years regular service in Level 13 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

OR

With five years regular service in Level 12 in the area of Audit and Accounts in any Govt. Department/ Autonomous Bodies.

3. DEPUTY REGISTRAR – 01 post – UR – Level 12 as per 7th CPC Pay Matrix

Essential:

- i. Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.
- ii. Nine years' of experience as Assistant Professor in the Academic Level 10 and above with experience in educational administration,

OR

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

OR

Five years' of administrative experience as Assistant Registrar or in an equivalent post.

Desirable :

Relevant Experience in the areas of Establishment/ Examinations/ Finance.

4. DEPUTY LIBRARIAN (UR-01) - Pay Level -13-A (Rs.1,31,400-Rs.2,17,100)

- i) A Master's Degree in library science/information science/documentation science, with at least 55% marks or an equivalent grade in a point -scale, wherever grading system is followed.
- ii) Eight years experience as an Assistant University Librarian/College Librarian.
- iii) Evidence of innovative library services including integration of ICT in library.
- iv) A Ph.D degree in library science/Information science/Documentation Science / Archives and manuscript keeping/computerization of library.

5. PRIVATE SECRETARY – 01 Post – EwS – Level 7 as per 7th CPC Pay Matrix
Education and other qualifications required for direct recruits

Essential:

1. A Bachelor's Degree from a recognized University/Institute.
2. At least 03 Years experience as Personal Assistant in a University/ Research establishment/ Central/ State Govt. /PSU and other autonomous bodies.

3. English/Hindi Stenography speed:120 wpm in English or 100 wpm in Hindi
4. English/Hindi Type speed: 35 w.p.m. in English or 30 w.p.m.in Hindi.
5. Knowledge of computer applications.

Skill Test Norms on Computer:

Dictation: 10 minutes @ 120 w.p.m./100 w.p.m.

Transcription : 50 minutes (English)/ 60 minutes (Hindi)

Desirable:

Proficiency in English & good communication skills.

Method of recruitment : Direct Recruitment

Age Limit : 35 years

6. GROUP – C – ‘MTS’ – 02 Posts – EWS - Level 1 as per 7th CPC Pay Matrix

Essential:

Matriculation or equivalent pass

OR

ITI pass*

*May be adopted as per special requirement of the posts, if any

Method of recruitment : Direct Recruitment through Written and Trade Test.

Age Limit : Between 18 and 30 years

The following self attested documents are to be enclosed along with the application in respect of relevant post :

- (1) Supporting documents (degree/diploma certificates and marksheets) of qualifications and experience.
- (2) Certificate in proof of date of birth (X Class/H.S.C/its equivalent)
- (3) The Candidates applying against the posts of **Sl.No.1 to 4** may enclose **three sets** of each articles/paper/book published/paper presented at seminars/conferences in the last three years along with the application, if any.
- (3) Caste Certificate in respect of SC/ST/OBC candidates issued by Mandal Revenue Officer concerned or other competent authority in Revenue Department.
- (5) The Candidates belonging to OBC, in addition to their community certificate have to submit a declaration to such effect that they don't belong to persons/sections (Creamy Layer) mentioned in column 3 of the schedule mentioned vide O.M.No.36012/22/93-Estt.(SCT) dated 8th September, 1993 and modified DoPT O.M.No.36033/3/2004 Estt. (Res.) dated 09/03/2004, 14/10/2008 and 27/05/2013 without which applications will not be considered.
- (6) PwD Candidates should submit the proof of disability certificate issued by the competent authority (with minimum required disability percentage).

- (7) 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 the following authorities in the prescribed format as given in Annexure-I of the above mentioned OM dated 31.01.2019, 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.
- (8) No Objection Certificate from the employer, if already employed.

Application Form and Fees :

The Application Form can be downloaded from the National Sanskrit University website (nsktu.ac.in) to be submitted along with a Demand Draft for Rs.800-00 by UR/OBC/EwS candidates and Rs.200-00 by SC/ST candidates **drawn on any nationalised bank on or after the issue of this advertisement in favour of the Registrar, National Sanskrit University, Tirupati.** No fees is to be payable by PwD candidates. The application form shall not be provided by Cash/Speed Post/Registered Post or any other mode.

GENERAL INSTRUCTIONS

1. The Institute reserves the right :
 - (a) to relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a university/research institution,
 - (b) to fill up or not to fill up any of the vacancies advertised;
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview:
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to debarring the candidate from considering to the post.
4. The National Sanskrit University reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.

5. For posts reserved for SC/ST/OBC/PWD/EWS candidates, applications from other candidates will not be entertained nor will SC candidates be substituted either by ST/OBC candidates and vice-versa;
6. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
7. Candidates who have obtained 55% or more marks or an equivalent grade of B in the 7 point scale as mentioned below in the Master's Degree should only apply except in the case of SC/ST/OBC and PwD candidates to whom the relaxation of 5% is applicable as per Government of India norms and UGC Regulations, 2018.

UGC SEVEN POINT SCALE

Grade	Grade Point	Percentage 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	0-24

8. Candidates are required to put their full signature on the application form. Paste (do not staple/ pin) a latest passport size colour photograph in the space provided for at the right top portion on the first page of the application and to attach one photograph along with the application.
9. Please write name of the post applied for, reserved post or unreserved post, and applicant's name with full postal address along with his/her Mobile Number on the back of the Demand Draft without fail.
10. Reservations for SC/ST/OBC/EWS candidates exist as per the Rosters being maintained by the National Sanskrit University for various posts in accordance with the guidelines of the DoPT, GoI. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mandal Revenue Officer/Equivalent authority as proof to this effect, without which the applications will not be considered.

In case a candidate wants to claim benefits under the Persons with Disability category, the candidates relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed to the application, without which the application will be treated as General (Unreserved).

The Candidates belonging to OBC, in addition to their community certificate has to submit a declaration to such effect that they don't belong to persons/sections (Creamy Layer) mentioned in column 3 of the schedule mentioned vide O.M.No.36012/22/93-Estt.(SCT) dated 8th September, 1993 and modified DoPT O.M.No.36033/3/2004 Estt. (Res.) dated 09/03/2004, 14/10/2008 and 27/05/2013 without which applications will not be considered.

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 the following authorities in the prescribed format

as given in Annexure-I of the above mentioned OM dated 31.01.2019, 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.

If no copies of the above certificates are sent with the application, it is liable to be rejected for reserved positions and no appeal against its rejection will be entertained.

12. A relaxation of 5% will be allowed from 55% to 50% of the marks at the Master's level for the SC/ST/OBC/PWD category.
13. Only matriculation/SSC certificate /passing certificate issued by the concerned education board will be considered as proof of Date of Birth. No other document will be accepted for verification of date of birth.
14. The National Sanskrit University reserves the right to reject any application without assigning any reason therefor.
15. The candidates called for interview will have to come to the place of interview at their own expenses. However, outstation unemployed candidates belonging to SC/ST/PWD categories called for interview will be paid to and fro single second class rail fare/bus fare on production of Tickets.
(It may be possible to conduct interviews through online for Group-A posts in view of the conditions of COVID-19 Pandemic in order not to create any problem to the candidates to be called for interview to travel long distances by AIR/Rail etc., and taking accommodation). This will be intimated to the eligible candidates in advance.
16. The candidates should bring their original research papers, degrees and certificates, etc. with them for verification.
17. The National Sanskrit University will send call letters for attending interview to the eligible candidates only as per rules.
18. Age relaxation will be provided to SC/ST/OBC/PwD candidates as per the existing rules of the DoPT, Government of India.
19. The age of superannuation shall be 62 years for the post of Sl.no.1,2 and 4 and other posts (Sl.no.3,5 and 6 posts) shall be 60 years subject to amendments from time to time.
20. Employed persons should send their applications through 'proper channel'. However, direct copies may be sent to save delay, subject to the production of NO OBJECTION CERTIFICATE at the time of interview.
21. Only prescribed applications to be downloaded from National Sanskrit University website (**Website : nsktu.ac.in**) will be accepted. **If a candidate desires to apply for more than one post he/she should make a separate application along with the requisite fee.** The candidate should clearly note that the National Sanskrit University will not be responsible for non-receipt of application or any delay in receipt thereof on any account.
22. **For the posts under Sl.No.5 & 6 of the advertisement, Written/Skill Test wherever applicable will be conducted. The Date/Schedule of Skill Test/Written**

Test/Interview/Syllabus/Scheme of examination (as applicable) will be displayed in the National Sanskrit University website nsktu.ac.in. Further, the Date, Time and Venue of Skill Test/Written Test/Interview will be communicated to the concerned candidate by E-mail also if email address is given. Candidates should keep visiting National Sanskrit University website: nsktu.ac.in regularly for announcement/information/ corrigendum/notices and other details throughout the selection process at various stages for filling up these vacant positions.

23. Applications on plain paper or without the enclosures or incomplete applications will not be entertained.
24. Applications received after the due date and time shall summarily be rejected. No correspondence will be entertained in this regard.
25. No interim queries regarding interview / selection will be entertained
26. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
27. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
28. National Pension Scheme in accordance with the O.M. No.F.5-2/97 (DU) dated 26-8-2004 and O.M. No. 1-2/2004 (FA-NPS) dated 15-12-2004 received from the University Grants Commission will be applicable for the candidates appointed on or after 1-1-2004 and subsequent amendments made or will be made from time to time.
29. Duly signed and filled in downloaded prescribed application should be addressed to the **Registrar, National Sanskrit University, Tirupati-517 507 (A.P.)** in an envelope superscribing “APPLICATION FOR THE POST OF _____” and should reach this office **on or before 5.30 p.m. on 16th November,2020.**

For Further details Please contact : The Registrar, National Sanskrit University, Tirupati. Phone :0877-2286799

Place: Tirupati
Date: 14.10.2020

Prof.G.S.R.Krishna Murthy
Registrar i/c