



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 Recruitment/ 2021 dated 15.03.2021

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI

(A Central University established by an Act of Parliament)

(Erstwhile Rashtriya Sanskrit Vidyapeetha)

NOTIFICATION

National Sanskrit University, 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 Vacant Posts	No. of Posts & Reserved categories						Level in Pay Matrix (7 th CPC)
			SC	ST	OBC	PwD	EWS	UR	
01.	Private Secretary*	02	-	-	01	-	01	-	07
02.	Lower Division Clerk	03	01	-	-	-	01	01	02

The applications along with prospectus can be downloaded from the National Sanskrit University, Tirupati website: www.nsktu.ac.in Applicants are required to enclose a Demand Draft of Rs.800/- (Rupees Eight Hundred only) for registration/processing fee in the case of UR/OBC/EWS candidates drawn on any nationalized bank on or after the date of this notification in favour of the **Registrar, National Sanskrit University, Tirupati**. Candidates belonging to SC/ST/PwD categories and Women candidates are not required to pay any fee while submitting filled-in applications. Any relaxation such as age, qualification, fees etc., is not applicable for candidates belonging to SC/ST/PwD categories in the case of applying for any Un-reserved posts. Separate application form should be submitted for each post along with the prescribed fee. The application form shall not be issued on payment of Cash or by submission of Demand Draft through 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 candidates who have already applied for the post of **Private Secretary (OBC-01 post and EWS- 01post)** against this University notifications Advt. No. RSV/Estt./NT/2020 dated 19.02.2020 and Advt. No. NSKTU/Estt/NT/2020 dated 14.10.2020 **need not apply again** and their applications will be processed as per the present notification/prospectus. However, they may furnish additional information, if any, in support of their applications.

The Last date and time for submission of downloaded duly filled-in prescribed application form is 16th April, 2021 by 5:30 pm.

Advt.No.NSKTU/Estt./NT Recruitment/2021 dated 15.03.2021


REGISTRAR

Eligibility Conditions for Non-Teaching Posts

1. PRIVATE SECRETARY – 02 POSTS – (OBC-01post and EWS-01 post) (Level 7 as per 7th CPC Pay Matrix)

Educational and other qualifications required for Direct Recruitment.

Essential:

1. A Bachelor's Degree from a recognized University/Institute.
2. At least 03 (three) 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. in English/100 w.p.m. in Hindi

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

Desirable:

Proficiency in English & good communication skills.

Method of recruitment : Direct Recruitment

Age Limit : 35 years

2. LOWER DIVISION CLERK – 03 POSTS – (SC-01, EWS-01, UR- 01) (Level 2 as per 7th CPC Pay Matrix)

Educational and other qualifications required for Direct Recruitment.

Essential:

- (i) A Bachelor's Degree or equivalent from a recognized University/Institute.
- (ii) English typing @ 35 wpm OR Hindi Typing @ 30 wpm on computer only.
(35 wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 key depressions for each work)
- (iii) Proficiency in Computer Operations.

Method of recruitment: Direct Recruitment through Written and Skill Tests

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 mark sheets) of qualifications and experience.
- (2) Certificate in proof of date of birth (X Class/H.S.C/its equivalent)
- (3) Caste Certificate in respect of SC/ST/OBC candidates issued by Mandal Revenue Officer concerned or other competent authority in Revenue Department.
- (4) The Candidates belonging to OBC, in addition to their community certificate have to submit a declaration to the 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.
- (5) PwD Candidates should submit the proof of disability certificate issued by the competent authority (with minimum required disability percentage).
- (6) 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 of the area where the candidate and/or his family normally resides.
- (7) No Objection Certificate from the employer, if already employed.

Application Form and Fees:

The Applications along with Prospectus can be downloaded from the National Sanskrit University, Tirupati website: www.nsktu.ac.in Applicants are required to enclose a Demand Draft of Rs.800/- (Rupees Eight Hundred only) for registration/processing fee in the case of UR/OBC/EWS candidates drawn on any nationalized bank on or after the date of this Notification in favour of the **Registrar, National Sanskrit University, Tirupati**. Candidates belonging to SC/ST/PwD categories and Women candidates are not required to pay any fee while submitting filled-in applications. Any relaxation such as of Age, Qualification, Fees etc., is not applicable for candidates belonging to SC/ST/PwD categories in the case of applying for any Un-reserved posts. Separate application form should be submitted for each Post along with the prescribed fee. The application form shall not be issued on payment of Cash or by DD through 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**.

GENERAL INSTRUCTIONS

1. The University 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 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.
8. 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.
9. (a) 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.
(b) 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).
(c) The Candidates belonging to OBC, in addition to their community certificate has to submit a declaration to the 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.
(d) 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.

10. 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.
11. The National Sanskrit University reserves the right to reject any application without assigning any reason thereof.
12. Age, Qualifications and Experience will be reckoned as on the last date for receipt of filled in application.
13. In case of any disputes/suits or legal proceedings against the University, the Jurisdiction shall be restricted to the High Court of Andhra Pradesh only.
14. The University shall verify the antecedents or document submitted by the candidate at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidate are fake, then his/her services shall be terminated and disciplinary / criminal proceedings will be initiated. Further, suppression of information on the application on the date of submission will make the candidate ineligible for screening, written test and/or Interview.
15. The candidates called for written tests will have to come to the University at their own expenses. However, outstation unemployed candidates belonging to SC/ST/PwD categories called for written tests will be paid to and fro single second class rail fare/bus fare on production of Tickets.
16. The candidates should bring their original degrees and certificates, etc. with them for verification.
17. The National Sanskrit University will send call letters for attending written tests 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 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/test.
21. Only prescribed applications to be downloaded from National Sanskrit University website www.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. **The Syllabus/Scheme of examination with Schedule of date for Written Test and Skill Test (wherever applicable) will be displayed in the National Sanskrit University website www.nsktu.ac.in for information of the candidates concerned. Further, the Date, Time and Venue of Written Test/Skill Test/Interview will be communicated to the concerned candidate by e-mail also if email address is given in the application. Candidates should keep visiting National Sanskrit University website:www.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. No separate communication shall be sent to individuals by the University.**
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 written tests / 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. The posts carry usual allowances i.e. Dearness Allowance (DA), House Rent Allowance (HRA) (in case not occupied the quarters), Transport Allowance (TA) etc. as admissible to the Central Government employees and as made applicable to the University by UGC / MHRD/ Govt. of India from time to time.
29. The University shall verify the antecedents or document submitted by the candidate at any time of appointment or during the tenure of service. In case it is found that the documents submitted by the candidate are fake, then his/her services shall be terminated and disciplinary / criminal proceedings will be initiated. Further, suppression of information on the application on the date of submission will make the candidate ineligible for screening, written test and/or Interview.
30. 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.
31. 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 the last date and time prescribed in this Notification.**

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

Canvassing in any form or bringing of any influence, political or otherwise, will be treated as disqualification on the part of the candidate.



Place: Tirupati

Commander Challa Venkateswar (Retd.)

Date: 15.03.2021

Registrar
