



NATIONAL SANSKRIT UNIVERSITY
(A Central University established by an Act of Parliament)
TIRUPATI - 517 507, A.P.

**PROSPECTUS
FOR
NON-TEACHING POSTS
(DIRECT / DEPUTATION RECRUITMENT)**

Advt.No. NSKTU/Admn./NT/2025/02 dated 18.10.2025

NATIONAL SANSKRIT UNIVERSITY :: TIRUPATI
(A Central University established by an Act of Parliament)
Andhra Pradesh

RECRUITMENT NOTIFICATION

Advt.No. NSKTU/Admn./NT/2025/02 dated 18.10.2025

National Sanskrit University, Tirupati invites online applications from eligible candidates for the following Non-Teaching positions to be filled by direct recruitment.

Non-Teaching Posts (Direct / Deputation 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	PwBD	EWS	UR	
DIRECT / DEPUTATION RECRUITMENT									
1.	Librarian (Direct / Deputation)	01	-	-	-	-	-	01	14
DIRECT RECRUITMENT									
2.	Assistant Registrar	01	-	-	-	-	-	01	10
3.	Professional Assistant	01						01	06
4.	Laboratory Assistant (Education)	01	-	-	-	-	-	01	04
5.	Laboratory Assistant (Language Lab & Technology Lab)	01	-	-	-	-	-	01	04
6.	Upper Division Clerk	01	-	-	-	-	-	01	04
7.	Library Attendant	02	-	-	-	-	-	02	01
8.	Group 'C' MTS	01	-	-	-	-	-	01	01

Candidates are required to submit the application through online <http://nsktunt.samarth.edu.in> for non-teaching by going through the prospectus thoroughly available at University Website www.nsktu.ac.in or the above respective links. The candidates must pay the non-refundable amount of **Rs.800/-** (Rupees Eight Hundred only) towards registration/processing fee at the time of submission of application through online in the case of **UR/OBC/EWS male** candidates. Candidates belonging to **SC/ST/PwBD /Women** are exempted from payment of application fee.

Candidates should submit online application *for* each post separately along with the prescribed fee.

The Last date and time for submission of online application form is **30.11.2025** up to 23:59 Hours. Besides online submission of application, the applicants are required to send the printout of the online application along with all enclosures to the **Registrar, National Sanskrit University, Tirupati - 517 507, Andhra Pradesh** on or before **10.12.2025** up to 17.30 Hours, failing which the application would not be considered. The University is not responsible for any delay due to post or other way of communication.

(KADIYAM VENKATA NARAYANA RAO)

REGISTRAR

Eligibility Conditions for Non-Teaching Posts

1. LIBRARIAN - 01 POST - (UR)

DIRECT RECRUITMENT

Educational and other qualifications required:

Essential:

- 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 the grading system is followed.
- ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/ Associate Professor in Library Science or ten years' experience as a College Librarian.
- iii) Evidence of innovative library services, including the integration of ICT in a library.
- iv) A Ph.D. Degree in library science/information science/documentation/archives and manuscript-keeping.

Age limit: Preferably below 57 years.

DEPUTATION RECRUITMENT

Officers of Central / State Governments, Universities and other Autonomous Organizations holding analogous posts on regular basis subject to possessing essential educational qualifications and experience as prescribed for direct recruitment.

Age limit: Preferably below 58 years.

2. ASSISTANT REGISTRAR - 01 POST - (UR)

Educational and other qualifications required:

Essential:

A Master's Degree with at least 55% of marks or an equivalent grade in a point scale wherever grading system is followed

Age Limit: 40 years

3. PROFESSIONAL ASSISTANT - 01 POST - (UR)

Educational and other qualifications required:

Essential:

1. A Master's Degree in Library & Information Science from any recognised University / Institution with 02 years experience in the relevant field in a University/Research establishment / Central/ State Govt. / PSU and Library of other autonomous Institutions.

OR

Bachelor's Degree in Library / Library and Information Science from any recognized Institute/ University with 03 years experience in the relevant field in a University / Research Establishment / Central / State Govt. / PSU and Library of other autonomous Institutions.

2. Knowledge of Computer Applications.

Age Limit: 35 years

4. LABORATORY ASSISTANT (EDUCATION) - 01 POST - (UR)

Educational and other qualifications required:

Essential:

- (i) Siksha Sastri/Bachelor's Degree in Education (B. Ed) from a recognized University.
- (ii) One year experience of laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.
- (iii) Knowledge of Computer

Desirable : Knowledge of Sanskrit

Age Limit : 32 years

5. LABORATORY ASSISTANT (LANGUAGE LAB & TECHNOLOGY LAB) - 01 POST - (UR)

Educational and other qualifications required:

Essential:

- (i) Siksha Sastri/Bachelor's Degree in Education (B. Ed) from a recognized University.
- (ii) One year experience of laboratory works in the Department of Education of any Central/State Government Organization/Universities or any other organization of repute.
- (iii) Knowledge of Computer

Desirable : (i) Knowledge of Sanskrit

(ii) Knowledge of experiencing of handling ICT equipment

Age Limit : 32 years

6. UPPER DIVISION CLERK - 01 POST - (UR)

Educational and other qualifications required:

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

7. LIBRARY ATTENDANT - 02 POSTS - (UR)

Educational and other qualifications required:

Essential:

- (i) 10+2 or its equivalent examination from a recognized Board.
- (ii) Certificate Course in Library Science from a recognized Institution.
- (iii) One year experience in a University/College/Educational Institution Library.
- (iv) Basic Knowledge of Computer applications.

Age limit: 32 years

8. Group 'C' MTS - 01 POST - (UR)

Essential:

10th Pass from a recognized Board.

Or

ITI Pass.

Age Limit: 32 years

The following documents may be uploaded wherever applicable:

(1) Upload Requirements and their formats:

S.No	Documents to upload	Type of Document	Min and Max size of the document to be upload(for each document)
1.	Photo	Jpg/jpeg/png	20KB-100KB
2.	Signature	Jpg/jpeg/png	20KB-100KB
3.	X/XII certificate	Jpg/jpeg/png	20KB-100KB
4.	OBC/SC/ST/EWS	Jpg/jpeg/png	20KB-100KB
5.	PwBD	Jpg/jpeg/png	20KB-100KB
6.	Academic Qualifications (UG, PG, M.Phil, PhD)	PDF/Jpg/jpeg	100KB-500KB
7.	Experience Certificate	PDF/Jpg/jpeg	100KB-500KB
8.	Appointment Letter	PDF/Jpg/jpeg	100KB-500KB
9.	No Objection Certificate	PDF/Jpg/jpeg	100KB-500KB

- (2) Caste Certificate in respect of SC/ST/OBC candidates issued by officer who is not below the rank of Mandal Revenue Officer/Tahsildar concerned.
- (3) No Objection Certificate from the employer, if already employed.

GENERAL INFORMATION

1. The candidate must be a citizen of India.
2. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
3. Mere possession of eligibility conditions shall not entitle a candidate to be called for interview. The date for determining the eligibility of all candidates in every respect shall be the last date and time as prescribed in this notification for receipt of the online applications. In other words, a candidate shall not be called for interview if he/she does not possess the minimum qualification and experience etc., for the post as on the last date of receipt of the online applications as prescribed in this notification.
4. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities. If any

claim/certificate/ document is found to be false/fake/incorrect at any stage of verification before or after appointment, necessary action will be initiated against the applicant and the candidature shall be cancelled and services shall be terminated forthwith if selected.

5. Notwithstanding anything mentioned above, the candidature of the candidate(s) applied against the posts in response to the notification released by the National Sanskrit University or the persons to be appointed against any post as per the notification shall be governed by the rules of the Govt. of India/Guidelines of the UGC adopted by the National Sanskrit University from time to time and resolutions of the Executive Council of the National Sanskrit University.
6. **Jurisdiction:** In case of any disputes, the territorial jurisdiction for adjudication shall be the High Court of Andhra Pradesh only.
7. The University reserves the right:
 - (a) to fill up or not to fill up any of the vacancies advertised
 - (b) to revise/re-schedule/cancel/suspend the recruitment process without assigning any reason. The decision of the University shall be final and no appeal shall be entertained.
 - (c) to reject any application without assigning any reason thereof.
8. 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 candidature.
9. The applicants are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained.
10. 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;
11. 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/UR candidate.
12. 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, for 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

13. Reservations for SC/ST/OBC/EWS candidates :

Reservations for SC/ST/OBC/EWS candidates exist as per the Rosters being maintained by the University for various posts in accordance with the guidelines of the UGC/GoI. Candidates applying for the reserved posts should clearly state to which category they belong to.

Candidates of PwD category :

In case a candidate wants to claim benefits under the Persons with Disability category, the candidate's 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).

Candidates of OBC category :

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.

Candidates of EWS category :

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 31.01.2019, 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 Tahsildar and (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.

- 14. If no copies of the above certificates are uploaded online, it is liable to be rejected for reserved positions and no appeal against its rejection will be entertained.**
- 15. The candidates called for interview shall attend the interview at their own expense. However, outstation unemployed candidates belonging to SC/ST/PWD categories called for off-line interview will be paid to and fro single second class rail fare/ bus fare towards journey expenses on production of Tickets.**
- 16. The candidates should bring their original research papers, degrees and certificates, etc. with them for verification at the time of Interview/Test. In case**

of online interview, candidates shall submit a declaration to the extent of correctness of the qualifications claimed.

17. The National Sanskrit University will send call letters (by email alone) to the eligible candidates only for attending interview/test as per rules.
18. The age of superannuation is 62 years for Librarian and 60 years for all other non-teaching staff subject to amendments thereon if any, by the Government of India / UGC.
19. Presently employed candidates should upload No Objection Certificate at the time of submission of application online. They shall submit the application through proper channel along with Vigilance clearance from the competent authority. However, he/she may send an advance copy of his application and in case his application is not forwarded due to whatever reasons till the time of written test or interview as the case may be, he / she should produce a "No Objection Certificate" along with the Vigilance Clearance Certificate in a sealed cover from the employer.
20. The selections shall be based only on the performance in the interview/test.
21. Age, Qualifications and Experience will be reckoned as on the last date for submitting of online application.
22. The application for appointment on deputation shall be forwarded by the employer along with Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.
23. 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 / MOE/ Govt. of India from time to time
24. New 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 thereon.
25. Only relevant experience gained after obtaining the minimum qualifying degree will be considered.
26. Applicants must ensure, before applying, that they possess the minimum essential qualifications and experience prescribed for the post. Qualification must be obtained from a recognized University/Institute. Eligibility with respect to age, qualification and experience shall be determined as on the last date of closing of online application.
27. When a relaxed standard is applied in selecting an SC/ST/OBC/EWS candidate, for example in the age limit, experience, qualification, extended zone of consideration larger than what is provided for un-reserved candidates etc., the SC/ST/OBC/EWS/PwBD candidates are to be counted against reserved vacancies. Such candidates would be deemed as un-available for the consideration against un-reserved vacancies. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose.

28. Permissible relaxation in upper age limit for applicable post for claiming age relaxation is as follows:

Code No.	Category	Age-relaxation permissible beyond the upper age limit
01	SC/ ST	5 years
02	OBC	3 years
03	PwBD (Unreserved)	10 years
04	PwBD (OBC)	13 years
05	PwBD (SC/ST)	15 years
06	Ex-Servicemen (ESM)	(i) 03 years after deduction of the military service rendered from the actual age as on closing date for Group C Posts (ii) 5 years for Group A and B Posts
07	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications.	Up to 40 years of age for Group C Posts
08	Central Government Civilian Employees: Who have rendered not less than 3 years regular and continuous service as on closing date for receipt of online applications (SC/ ST).	Up to 45 years of age for Group C Posts

29. The selected candidate shall produce a medical fitness certificate issued by a Govt.Hospital/or Govt./CGHS empanelled Hospital duly counter signed by the concerned surgeon or the Medical Superintendent / Director of the concerned hospital for Group B and C post and certificate from the Medical Board issued by a Govt. Hospital/or Govt./CGHS empanelled Hospital for Group A post as the case may be prior to his joining.
30. The terms and conditions of appointment shall be communicated to the candidate in the form of Offer of Appointment to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.

Place: Tirupati
Date: 18.10.2025


(KADIYAM VENKATA NARAYANA RAO)
REGISTRAR

