



# **NATIONAL SANSKRIT UNIVERSITY**

(A Central University established by an Act of Parliament)

**TIRUPATI - 517 507, A.P.**

## **PROSPECTUS FOR Other Academic & Non-Teaching Posts**

**Advt. No. NSKTU/Admn./Recruitment/ 2023/01**

**Dated 20.10.2023**

# NATIONAL SANSKRIT UNIVERSITY

(Central University)

Tirupati – 517 507 (A.P.)

## NOTIFICATION

Dated 20<sup>th</sup> October 2023

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

### OTHER ACADEMIC POSTS

S. No.	Name of the Post	No. of posts vacant	No. of posts and reservation categories						Academic Pay Level
			SC	ST	OBC	PwBD	EWS	UR	
1)	Librarian (Direct recruitment/ Deputation)	01	-	-	-	-	-	01	14

### NON-TEACHING POSTS

S. No.	Name of the Post	No. of posts vacant	No. of posts and reservation categories						Pay Level
			SC	ST	OBC	PwBD	EWS	UR	
1)	Registrar (Direct recruitment / Deputation)	01	-	-	-	-	-	01	14
2)	Finance Officer (Direct recruitment / Deputation)	01	-	-	-	-	-	01	14
3)	Laboratory Assistant	01	-	-	-	-	-	01	04

Candidates are required to submit their applications online only on the link, <http://nsktunt.samarth.edu.in> for non-teaching by going through the prospectus (**Enclosed herewith**) thoroughly. The candidates must pay an amount of Rs.800/- (Rupees eight hundred only) towards the 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 categories and women candidates are not required to pay any fee. Candidates should submit online application for each post separately along with the prescribed fee.

The last date and time for submission of online applications is **19.11.2023** up to 23.59 Hours. In addition to online submission of application, the applicants are required to send the print of the online application along with all enclosures, including the proof of payment or proof of exemption from payment of fee, to the REGISTRAR, NATIONAL SANSKRIT UNIVERSITY, TIRUPATI - 517 507, Tirupati District, Andhra Pradesh, on or before **23.11.2023** up to 17.00 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.

*Amu*  
*20/10/2023*  
REGISTRAR

Advt. No. NSKTU/Admn./Recruitment/2023/01 dated 20.10.2023



## **ELIGIBILITY CONDITIONS FOR OTHER ACADEMIC POSTS**

### **1. LIBRARIAN – 01 POST – (UR) (Direct Recruitment / Deputation)**

#### **Direct Recruitment**

#### **Essential qualifications**

- i) Master's Degree in Library Science /Information Science / Documentation Science with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed.
- ii) At least 10 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 / documentation / archives and manuscript-keeping

Age limit for direct recruits: Preferably below 57 years

#### **Deputation**

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

## **ELIGIBILITY CONDITIONS FOR NON-TEACHING POSTS**

### **1. REGISTRAR – 01 POST – (UR) (Direct Recruitment/Deputation)**

#### **Direct Recruitment**

#### **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.

Age Limit: Preferably below 57 years



Tenure: five years or till attaining the age of 62 years, whichever is earlier.

### **Deputation**

In addition to fulfilling the essential educational and other qualifications required for direct recruitment, the applicant shall be holding analogous post or eight years' experience at Pay Level-12.

Age limit: Preferably below 58 years

## **2. FINANCE OFFICER – 01 POST – (UR) (Direct Recruitment/Deputation)**

### **Essential:**

#### **Direct Recruitment**

- (i) Master's Degree with at least 55% of 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.

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.

Age Limit: Preferably below 57 years

Tenure: five years or till attaining the age of 62 years, whichever is earlier.

### **Deputation**

Appointment preferably by drawing officers not below the Level 12 belonging to the Indian Audit and Accounts services or other similar organized Services in Central/State Govt.

**or**

University System/ Other organization subject to fulfilment of qualification as indicated under Direct Recruitment above, on Deputation for a tenure of 5 years or till attaining the age of 62 years, whichever is earlier.

Age Limit: Preferably below 58 years

## **3. Laboratory Assistant (Education) – 01 POST – (UR- 01)**

### **Essential:**

- (i) Siksha Sastri/Bachelor's degree in education (B. Ed.) from a recognized University.

(ii) One year experience of laboratory work 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

Method of recruitment: By Direct recruitment through Written Test and Skill Test

Scale of pay: Level-04

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 uploaded (for each document)
1.	Photo	Jpg/jpeg/png	10KB-100KB
2.	Signature	Jpg/jpeg/png	10KB-100KB
3.	X/XII certificate	Jpg/jpeg/png/pdf	100KB-500KB
4.	OBC/SC/ST/EWS	Jpg/jpeg/png/pdf	100KB-500KB
5.	PwBD	Jpg/jpeg/png/pdf	100KB-500KB
6.	Academic Qualifications (UG, PG, M. Phil, Ph.D.)	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
10.	Research and Academic Contribution	PDF/Jpg/jpeg	100KB-500KB
11.	Research Publications	PDF/Jpg/jpeg	100KB-500KB
12.	Projects Outcome (Policy documents/Patents)	PDF/Jpg/jpeg	100KB-500KB
13.	Research Guidance	PDF/Jpg/jpeg	100KB-2MB
14.	Honors and Awards	PDF/Jpg/jpeg	100KB-500KB
15.	Invited Lectures	PDF/Jpg/jpeg	100KB-500KB

16.	Research Projects and Consultancy	PDF/Jpg/jpeg	100KB-500KB
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- (2) Caste Certificate in respect of SC/ST/OBC candidates issued by an 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) 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.
- (2) Acceptance of documents/certificates/claims, etc. submitted by an applicant will be subject to their verification by the competent issuing 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.
- (3) It shall be the responsibility of the candidate to ascertain his / her own eligibility for the post for which he/she is applying in accordance with the prescribed qualifications, experience, etc. and submit his application duly filed-in, along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to his disqualification. In case, it is detected at any stage of verification before or after appointment, that the candidate was not eligible, his/her appointment shall be liable to termination forthwith, if selected.
- (4) 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 Act/ Statutes/ Ordinances / Regulations / Rules of the University and also the CCS (Conduct) Rues. 1964, CCS (CCA) Rules, 1965 or any other rules of the Govt. of India mutatis mutandis, as amended from time to time and any other rule / resolution prescribed specifically for maintaining the conduct of the employees by the Executive Council of the University.
- (5) The appointment of a candidate shall be subject to verification of character and antecedents by the Competent Authority. Until the verification of character and antecedents reports are received, the appointment shall be treated as



provisional. In case the report/s with regard to his/her conduct, character, antecedents, etc. is found to be unsatisfactory, the appointment shall be cancelled / terminated forthwith.

- (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 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.
  - (c) 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; and
  - (d) 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) No enquiry asking for advice as to eligibility will be entertained.
- (10) For posts reserved for SC/ST/OBC/PwBD/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 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 PwBD candidates, for whom the relaxation of 5% is applicable as per Government of India norms and UGC Regulations, 2018.
- (13)

#### 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 - 0.49	0-24

(14) **Reservations for SC/ST/OBC/PwBD/ 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 PwBD 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 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.36012/22/93Estt.(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.

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) Permissible relaxation in upper age limit for applicable posts for claiming age relaxation are as follows:

S. No	Category	Age-relaxation permissible beyond upper age limit
01	SC/ST	5years
02	OBC	3years
03	PwBD(Unreserved)	10years
04	PwBD(OBC)	13years
05	PwBD(SC/ST)	15years
06	Ex-Servicemen(ESM)	(i) 3 years after deduction of the military service rendered from the actual age as on the closing date for Group C post. (ii) 5 Years for Group A and B posts.
08	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof	3years
09	Defence Personnel disabled in operation during hostilities with any foreign country or in a disturbed area and released as a consequence thereof (SC/ST)	8years
Additional permissible relaxation in upper age limit for Group 'B' posts		8 years
10	Central Government employees where recruitment is made by Organization	5years
	(As per DoPT O.M.No.15012/8/87 — Estt.(D)dated 15.10.1987 and O.M.No.35014/4/79 — Estt.(D)dated24.10.1985)	

Additional permissible relaxation in upper age limit for Group C' posts		
11	Central Govt. Civilian Employees who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.  (As per [O.M.No.15012/1/88- Estt.(D) dated 30.01.1980 and O.M.No.15012/1/88- Estt.(D) dated 20.05.1988])	Up to 40 years of age
12	Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date for receipt of application.  (As per [O.M.No.15012/1/88- Estt.(D) dated 30.01.1980 and O.M.No.15012/1/88- Estt.(D) dated 20.05.1988])	Up to 45 Years of age
13	Widows/ Divorced Women /Women judicially separated and who are not remarried.	Up to 35 Years of age
14	Widows/ Divorced Women /women judicially separated and who are not remarried (SC/ST).	Up to 40 years of age

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 shall be counted against reserved vacancies only. 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.

Payment of TA: A candidate shall attend the interview/Written Test at the designated place and time at his own expenses. However, the outstation candidates belonging to the SC & ST categories shall be reimbursed to and fro rail fare (sleeper class) for self only by the shortest route. In case any station is not connected by rail, ordinary bus fare shall be paid by the shortest route on production of ticket. The above-mentioned concessions shall not be admissible to those SC/ST candidates who are already in Central/State Government Service/ or holding any other employment under PSUs /Local Governments/ Panchayats.

- (16) The application for appointment on deputation shall be forwarded by the employer along with the Annual Performance Appraisal Reports (APARs) for the preceding five years and Vigilance Clearance Certificate, duly certified by the Competent Authority.



- (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 except for the post of Laboratory Assistant which is 60 years subject to amendments thereon if any, by the Government of India. In respect of tenure posts, the upper age limit is 62 years or 5 years from the date of reporting to the post, whichever is earlier.
- (19) The candidates who are already in service 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 certificate 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” form the employer.
- (20) 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.
- (21) The selections shall be based only on the performance in the interview/test. In pursuance of the Letter No. 19-50/2015-Desk-U, dated 22.12.2015, of the MHRD (Now MoE), there shall be no interview for appointment to the Group C’ and ‘B’ posts. Accordingly, no interview shall be held for appointments to the Group C’ and Group ‘B’ posts.
- (22) The posts carry usual allowances i.e., Dearness Allowance (DA), House Rent Allowance (HRA) (in case did not occupy 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
- (23) 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)dated15-12-2004 and subsequent amendments thereon received from the University Grants Commission will be applicable for the candidates appointed on or after 1-1-2004.
- (24) For detailed provisions relating to the recruitments in Other Academic posts, the candidates are required to go through the UGC Regulations on Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education, 2018 as amended from time to time which are available on the website of the UGC [www.ugc.ac.in](http://www.ugc.ac.in)
- (25) 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 civil surgeon or the Medical Superintendent / Direct or 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.
- (26) 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.

- (27) The selected candidates shall be required to perform duties as per the Rules of the University, as amended from time to time. The University shall be free to assign any duty as per the exigency of the situation at any time even during non-working hours/holidays which the employee shall have to perform without fail to avoid any disciplinary action.
- (28) At the time of recruitment, a 'Service Agreement' shall be executed between the University and the employee concerned. Such a service agreement shall be duly stamped as per the rates applicable.

Place: Tirupati  
Date: 20.10.2023

*Amu*  
*20/10/2023*  
**REGISTRAR**

