



RASHTRIYA SANSKRIT SANSTHAN

(Deemed University)

Guruvayoor Campus

(Under the Auspices of the Ministry of Human Resource Development Govt. of India)

P.O. Puranattukara, Dist. Thrissur (Kerala)-680551

Website: www.sanskritguruvayoor.org

Date: 3-11-2018

Advertisement No. /2018

DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

Rashtriya Sanskrit Sansthan (Deemed University), Guruvayoor Campus, P.O. Puranattukara, Kerala, under Ministry of Human Resource Development, Govt. of India invites applications on prescribed format through **Online mode only** from Indian Nationals for recruitment to the following (Non-teaching) Posts in the Campus:-

Sl. No	Name of the Post and Pay Matrix Level	No. of Posts & Category	Mode of Recruitment	Age Limit
1	LDC (Level 2)	01(OBC)	Direct	30 yrs
2	Multi Tasking Staff (MTS) (Level 1)	02 [UR-01, OBC(ESM)-01]	Direct	30 yrs
2	MTS (Library Attendant) (Level 1)	01 (OBC)	Direct	30 yrs

UR – Unreserved, OBC – Other Backward Class, ESM-Ex Service Man

Note:

Vacancy positions are advertised based on updated Post Based Roster and Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of Sansthan.

Important:

1. The posts of LDC and MTS are of local cadre, presently at Guruvayoor Campus, P.O. Puranattukara, Kerala.
2. Employment in the Sansthan involves liability to serve in any of the Sansthan's Campus situated at different parts of the country.
3. For separate post, separate applications must be submitted through online mode only.
4. Application fee of Rs.1,000/- (Rs.500/- for SC/ST/PWD) can be submitted through Demand Draft favouring to “**The Principal, Rashtriya Sanskrit Sansthan (DU), Guruvayoor Campus, Puranattukara, Thrissur, Kerala**” / **proof or receipt of payment made through NEFT/RGTS directly in Campus account No. 10511068806(SBI) IFSE code SBIN0008693**, by Registered/Speed Post to the campus along with hard copy of the online application.
5. Information relating to selection process of above posts will be communicated through Campus' website or letter/email communication to the concerned candidates. Candidates are advised to regularly visit the website of the Campus or personal e-mail provided in the application form.
6. Duly completed application should be submitted through online mode in the prescribed application format available in Campus Website 'www.sanskritguruvayoor.org' under “www.guruvayoor.rsks.in” link.
7. Duly signed hard copy of the completed application(s) submitted through ONLINE must reach Principal I/c, Rashtriya Sanskrit Sansthan (Deemed University) Guruvayoor Campus, P.O. Puranattukara, Dist. Thrissur (Kerala)-680551 alongwith all necessary enclosures including Application Fee by Registered/Speed Post only.

8. Schedule of submission of application is as under:-

- | | |
|--|------------------------------|
| (i) Start Date of Online Registration /Submission of application | 03.11.2018 |
| (ii) Last date of Online Registration/Submission of application | 23.11.2018 |
| (iii) Last date of receipt of Hard copy of application alongwith all required documents | 05.12.2018 by 06 p.m. |

9. Those in employment must apply through proper channel or submit 'No Objection Certificate' from the concerned employers. However, an advance copy may be sent so as to reach the "Principal I/c, Rashtriya Sanskrit Sansthan (Deemed University) Guruvayoor Campus, P.O. Puranattukara, Distt. Thrissur (Kerala)-680551" by the last date.
10. The details of vacancy position, submission of applications, conditions, procedure for applying and other terms and conditions are given here in this detailed notification of vacancy for recruitment. Applications received after the last date shall not be considered. Campus will not be responsible for delay caused by postal or any other reasons. No correspondence regarding consideration of late application will be entertained.
11. Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of online applications during the last date, due to probable heavy network load. The Campus will not entertain any complaint in this regard.
12. **Date/Schedule of Skill Test/Written Test/Syllabus/Selection Criteria and scheme of examination (as applicable) will be displayed on Campus Website www.sanskritguruvayoor.org . However, Date/Schedule of Skill Test/Written Test/ can also be communicated through letter to the concerned candidates or by e-mail. Candidates should keep visiting Campus website www.sanskritguruvayoor.org regularly for important announcement/information/corrigendum/notices and other details throughout the selection processes at various stages for filling up these vacant positions.**

PRINCIPAL I/C

Eligibility Conditions

01. LOWER DIVISION CLERK (LDC)

Educational & Other Qualification

Essential:

12th Class or equivalent qualification from a recognized Board or University.

Skill test norms on Computer

English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes).

(35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)

Desirable:

- i) Knowledge of Sanskrit.
- ii) B.A. or equivalent with Sanskrit as one of the subjects.

Note:

Other things being equal, preference will be given to those who know the typing in Hindi, English as well as Sanskrit.

02. MULTI TASKING STAFF (MTS)

Educational & Other Qualification

Essential:

10th Class pass or ITI equivalent from a recognized Board or Institution.

Desirable:

- i) 2 years of relevant experience specially in the following fields such as:

Driving of staff car/heavy vehicles, electrical or electronics works, pump-operation & plumbing works, carpentering, mason, farm labour, lift operation, medical attendant services, watch & ward duties, upkeep of parks, lawns, potted plants, house-keeping, cooking of food, kitchen attendant, etc., subject to production of ITI Certificate or experience certificate from a reputed institute/organization/ department.

- ii) Knowledge of Computer

03. MTS (LIBRARY ATTENDANT)

Educational & Other Qualification

Essential:

- i) 12th Class or equivalent qualification from a recognized Board or University.
- ii) Knowledge of duplicating/Xerox copying machine.

Desirable:

- i) Knowledge of computer typing
- ii) Experience of having worked in library.
- iii) Knowledge of Sanskrit

General Terms and Conditions of Recruitment(s): -

1. Application Form & Fee:
 - a) Candidates are required to apply through online mode in prescribed application form available in Campus website 'www.sanskritguruvayoor.org' under "www.guruvayoor.rsks.in" link on or before the last prescribed date. Candidates must deposit application fee of Rs.1000/- (Rs. One Thousand only) [Rs.500/- (Rs. Five Hundred only) for SC/ST/PWD Candidates] through Demand Draft in favour of "**The Principal, Rashtriya Sanskrit Sansthan (DU), Guruvayoor Campus, Puranattukkara, Thrissur, Kerala**" /proof or receipt of payment made through **NEFT/RGTS directly in Campus account No. 10511068806(SBI) IFSE code SBIN0008693** ' along with hard copy of the application complete in all respects and its attachments on or before the prescribed last date. Any other mode of payment shall not be accepted towards application fee. Separate applications should be submitted for each post. Application other than in prescribed online form available in Campus website shall be summarily rejected.
 - b) Duly signed hard copy of the completed application(s) submitted through ONLINE must reach Principal/ Principal I/c, Rashtriya Sanskrit Sansthan (Deemed University) Guruvayoor Campus, P.O. Puranattukkara, Distt. Thrissur (Kerala)-680551 alongwith all necessary enclosures including Application fee, photographs etc. by Registered/Speed Post only in a closed cover super-scribing "**Application for the post of**" The Campus shall not be responsible for any postal delay.
 - c) Schedule of submission of application is as under:-

(i) Start Date of Online Registration /Submission of application	03.11.2018
(ii) Last date of Online Registration/Submission of application	23.11.2018
(iii) Last date of receipt of Hard copy of application alongwith all required documents	05.12.2018 by 6 pm
 - d) The last dates as prescribed above may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on web-site of the Campus and the candidates are advised to visit the Campus' website 'www.sanskritguruvayoor.org' regularly. Incomplete applications and applications received after the due date shall be rejected. In case the closing/last date of receipt of hard copy of Application along with all required documents is a holiday, the next working day shall be treated as closing/last date.
 - e) The columns in the Online application form can be expanded to furnish any information.
2. Applications/candidature of applicants are liable to be cancelled/rejected summarily or at any stage of the recruitment process in the event of all or any of the following:
 - i. Applications being incomplete.
 - ii. Application made in the form other than the form uploaded in Campus' website 'www.sanskritguruvayoor.org'.
 - iii. Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
 - iv. Fee not paid as per instructions.
 - v. Under aged/over aged candidates. Age limit will be counted as on the closing date of submission of online application.
 - vi. Non-forwarding of Self Attested legible copies of all the relevant Certificates/Documents issued by the competent authority and clear self attested photographs along with the hard copy of online Application, in support of the information given in their online Application about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Age and Proof of Category, etc.
 - vii. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
 - viii. Incorrect information or misrepresentation or suppression of material facts.

- ix. Non-receipt / Late receipt of the prescribed Application Form along with self-attested copies of the relevant documents.
 - x. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
 - xi. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
 - xii. Non-production of Original Certificates at the time of Verification of Documents.
 - xiii. Any other irregularity.
3. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test. The date for determining the eligibility of all candidates in every respect shall be the closing date of submission of online application as prescribed in the advertisement. In other words no candidate shall be called for written test/skill test if he/she does not possess the minimum qualification and experience etc. as on the closing date of the submission of online application for a particular post.
 4. Apart from possessing the requisite qualification and experience as on the closing date of receipt of online application prescribed in the advertisement, any relevant additional qualification and experience acquired after the closing date may be taken into account and may be given due weightage at the time of selection. The experience in different fields as prescribed in the Schedule against any particular post shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
 5. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a "No Objection Certificate" from the employer to be submitted alongwith hard copy of application. Further, those candidates should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary proceedings are pending, nor contemplated against him. Apart from this, the Vigilance Clearance Report shall also be furnished along with hard copy of the application or at the time of documents verification.
 6. Relaxation in age, qualification and experience etc. will be applicable as per the UGC/Govt. of India guidelines and the recruitment rules/Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of the Sansthan. A certificate to this effect issued from the competent authority should be attached with hard copy of the application.
 7. OBC candidates belonging to 'Creamy layer' are not entitled for OBC reservation and such candidates have to indicate their category as General. OBC (Non creamy layer) candidates are required to submit the requisite OBC certificate in the prescribed format as per the Standing Instructions of the Government of India as amended from time to time, and a self-declaration in the prescribed format as available with application form on Sansthan website. They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India.
 8. The candidate will have to present himself/herself for an written test/skill test if called for, at the place and time fixed by the Campus at his/her own expenses.
 9. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the competent authorities/sources. If, any claim/certificate/document is found to be false/fake/incorrect/malafide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature which shall lead to cancellation of his appointment, if already appointed.
 10. If at any stage of the recruitment process or employment, it is detected that there is a willful suppression of factual information relating to the eligibility or otherwise as a candidate, followed by supply of fake documents/ or misleading statement/information in the application or tampering of documents or providing such information relating to the caste, educational qualifications, experience or domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.

11. The persons appointed against any post shall be governed by the Memorandum of Association, Bye-Laws governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Board of Management of the Sansthan and rules of the Govt. of India/ Guidelines of the UGC adopted by the Sansthan from time to time.
12. The employees of the Sansthan are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the Sansthan are located or may be located in future.
13. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of document verification. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the test/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
14. The Campus reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection as may be detected even after issue of appointment letter.
15. The Campus reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any error etc., for which the candidates are advised to be in the lookout for announcements in the website: 'www.sanskritguruvayoor.org'.
16. The select panel of candidates of this recruitment process will be valid for one year.
17. The Campus reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever and may increase the number of vacancy position in case of vacancy failing due to retirement, registration or any other reason during the period of validity of panel.
18. The Campus reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
19. The Campus reserves the right to increase or decrease the vacancies according to the circumstances.
20. The Campus reserves the right to reject any application without assigning any reason thereof.
21. Canvassing in any form will be a disqualification.
22. Interim enquiries shall not be entertained.
23. **Statutory Warning:** Selection in the Sansthan/Campus is free, fair and merit basis. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature of service and legal action against the concerned individual will be initiated.
