



महर्षिवाल्मीकिसंस्कृतविश्वविद्यालयः

Maharshi Valmiki Sanskrit University

(हरियाणासर्वकाराधिनियम २०/२०१८ द्वारा संस्थापितः)

Established by Government of Haryana Act 20/2018

मौनधारा (मून्डडी), कपिष्ठलम् (कैथलनगरम्) १३६०२७, हरियाणा

MAUNDHARA (Mundri), KAPISHTLAM (Kaithal) – 136027 (HARYANA)



क्रमाङ्कः/S.No. :- MVSU/२३/६३३

दिनाङ्कः/Dated:-१६/०३/२३

To

The Registrar,
All State Universities of Haryana.

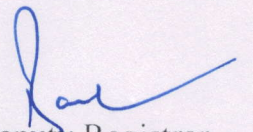
Sub:- Regarding appointment of Non-Teaching posts on deputation basis.

Sir/Madam,

It is for your kind information that Maharshi Valmiki Sanskrit University, Kaithal is going to fillup the following posts on deputation basis from the State Universities of Haryana for a period of one year or till the regular appointment is made, whichever is earlier. Interested employees who want to join on deputation basis may apply through proper channel on the prescribed application form available on University Website (www.mvsu.ac.in). The application forms must reach in the Office of Registrar, Maharshi Valmiki Sanskrit University, Kaithal on before 15.04.2023. The terms and conditions of the appointment will be applicable as issued by the State Government from time to time. The details of the posts are as under:-

Sr. No.	Name of Post	No. of Posts	Eligibility Criteria
1.	Assistant Registrar	01	1. Minimum 5 Years of experience up to Level of Superintendent 2. Knowledge of Sanskrit/Hindi atleast upto the level of matric
2.	Superintendent	02	1. 5 Years of experience as Assistant. 2. Knowledge of Sanskrit/Hindi atleast upto the level of matric. 3. Knowledge in Computer applications.
3.	Assistant	03	1. 5 Years of experience as Clerk or above. 2. Typing speed of minimum 30 WPM in English or 25 WPM in Hindi/Sanskrit. 3. Proficiency in Computer application, noting and drafting etc. Desirable: i. Knowledge of Sanskrit/Hindi atleast upto the level of matric
4.	Programmer Computer	01	1. 5 Years of experience as Junior Programmer. 2. Knowledge of Sanskrit/Hindi atleast upto the level of matric. Desirable: 3. Knowledge of Sanskrit/Hindi atleast upto the level of matric

Therefore, you are requested to forward the application form of interested employees alongwith their duly attested ACRs of preceding three years.


Deputy Registrar

Office : Dr. B.R. Ambedkar Govt. College, Jagdishpura, Kaithal-136027 (Haryana)

परिसरः - डॉ. बी.आर. अम्बेडकर राजकीय महाविद्यालय, जगदीशपुरा, कैथल - १३६०२७, हरियाणा

सम्पर्क सूत्रः- 9350045366 ईमेल (E-mail) : mvsu.mktl@gmail.com, admin@mvsu.mktl.ac.in



Maharshi Valmiki Sanskrit University, (Mundri) Kaithal

(ESTABLISHED BY HARYANA ACT NO. 20/2018)

APPLICATION FORM (FOR the Post ofon Deputation)

A self-attested colored passport size photograph of the candidate must be pasted here.

*Note : (i) Do not detach any sheet.
(ii) Fill up all columns of all sheets.*

Application No. _____

(to be filled by office)

1. **Post applied for**
(Give the full name of the post) : _____
2. **Category of reserved advertised post**
(SC/ST/BC/ESM/EWS) : _____
3. (i) **Name in Full**
(in block letters) : _____
(ii) **Gender (Male/Female/Other)** : _____
4. **Present Postal Address** : _____
(in block letters) : _____
5. **Permanent Home Address** : _____
6. (i) **Aadhar No. (desirable, but not mandatory)** : _____
(ii) **Mobile No.** : _____
(iii) **E-mail ID** : _____
7. (a) **Father's Name** : _____
(b) **Mother's Name** : _____
8. (a) **Nationality of Candidate** : _____
(b) **Name of Country, if Foreign National** : _____
(c) **Religion** : _____
9. (a) **Date of Birth** : _____
(b) **Age as on last date of applying** : _____ Year _____ Month _____ Days
(c) **Place of Birth** : _____
(d) **Place of permanent domicile** : _____
(e) **Marital Status** : _____
(f) **Do you belong to SC / BC-A / BC-B** : _____

- (g) Are you fall under ESM category : _____
- (h) Are you fall under Freedom Fighter category : _____
- (i) Are you fall under Eligible Sports Person Category
- (j) Are you 'Person with Disability (PwD) : _____
- (If so, attach certificate in support thereof)

10. (a) Name, Designation and Address of the present employer, if any : _____

(b) Have you obtained the permission of your Present employer for submitting this application/ attending an interview, if any, and for accepting this appointment, if selected? : _____

(c) If selected, please state when you can join : _____

11. Present Pay
- a) Scale of pay/Pay Level : _____
 - b) Basic pay : _____
 - c) Allowances excluding house rent and city compensatory allowance. (Give name and amount of each allowance) : _____
 - d) Date of next increment : _____

12. Names and addresses of two references not in relation to you, to whom you are known personally : (i) _____

- (ii) _____

13. (a) Name of your mother-tongue : _____

(b) Name the languages (both Indian and Foreign) which you can read, write or speak. Give particulars and state the examinations, if any, passed in each:

Read only	Speak only	Read and speak	Read, write and speak	Examination(s) passed

14. Have you ever been prosecuted / kept under detention or bound down/fined, convicted by a Court of Law of any offence or debarred/disqualified by any University, Public Service Commission from appearing at its examinations/selection? Is any case pending against you in any Court of Law at the time of filling up of this application form?

If the answer is 'Yes' full particulars of the case, detention, fine, conviction, sentence etc. should be given.

15. Employment Record:

Designation of post held and description of work	Period From _____ To _____ (Give month & year both)		Pay scale /Pay Level	Pay drawn (Basic pay + allowances except HRA/ CCA)	Full address of office/department	Reason for leaving the post

16. Details of Academic Qualifications:

Examination					
Name of School or College					
Name of Board or University					
Year of passing					
University. Regd. No.					
Maximum marks					
Marks obtained					
Percentage marks					
Division					
Subjects					
Medium of instruction					
Position, distinction, prizes, scholarships etc.					

(Attach certified copies of the Detailed Marks Cards (or Transcripts) of all the examinations passed)

17. Have you applied for any other post in this University? If so, name all the posts including this one:

- (i) _____ (ii) _____
 (iii) _____ (iv) _____

18. From which newspaper or other source you have come to know of this vacancy : _____

19. Applicants for ministerial post may mention Computer typing speed. : _____

20. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary) :

21. List of certificates and testimonials (attested copies) attached:

- | | |
|-------------|--------------|
| (i) _____ | (ii) _____ |
| (iii) _____ | (iv) _____ |
| (v) _____ | (vi) _____ |
| (vii) _____ | (viii) _____ |

DECLARATION –

I, _____, hereby declare that:

1. The information given above by me are complete, correct and authentic.
2. In case of concealment/suppression detected, of any facts, my application is liable to be rejected/employment terminated, as the case maybe, without any notice or compensation.



Place: _____

Date: _____

(Thumb impression of the candidate if test is involved. In case of male candidate left hand thumb impression and in case of female right hand thumb impression)

(Signature of the candidate)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri./Dr....., who is at present working asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto the Registrar, Maharshi Valmiki Sanskrit University, Kaithal. In case, he/she is selected for employment in the Maharshi Valmiki Sanskrit University Kaithal, he/she will be relieved of his/her present position.

Place.....

Date.....

Signature of the Head of the office/organization

(Seal of Office)