



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), KAPISHTHLAM (Kaithal) – 136027 (HARYANA)



क्रमाङ्कः/S.No. :- MVSU/ADMIN/2024/1371-87

दिनाङ्कः/Dated:-06.06.2024

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, Maharishi Valmiki Sanskrit University, Kaithal on or before 21.06.2024. 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	Vacant Post	Scale	Educational Qualifications
1.	Controller of Examination	01	Academic Level-14	Deputation: - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. Or i. Master Degree with at least 55% (50% for SC/ST) marks or an equivalent grade in point scale wherever the grading system is followed by an Indian University or, an equivalent degree from an accredited foreign university. ii. At least 15 Year of Experience as Assistant Profess or (8 Years of Experience as Associate Professor) along with the experience of working in the administration of higher educational institution atleast for the period of 3 years Or Comparable Experience in Research establishment and / or other Institutions of Higher Education

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) : admin@mvsu.ac.in

				<p style="text-align: center;">Or</p> <p>15 Years administrative experience out of which 8 years as Deputy Registrar or on an equivalent post.</p> <p>iii. Preference will be given to such candidates who are having experience of performing various functions regarding conduct of examinations, including evaluation, compilation of result, and declaration thereof, in the Higher Educational Institutions (HEIs) of higher learning.</p> <p>Note:- Sanskrit/Hindi as a subject atleast upto the level of matriculation or equivalent examination and having knowledge of IT relating to conduct of examination.</p>
2.	Assistant Librarian	01	Academic Level-10	<p>Deputation : Officers holding analogous post on regular basis in Govt Universities/Colleges.</p> <p style="text-align: center;">Or</p> <p>i) A Master's Degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree, with at least 55% (50% for SC/ST) marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) A consistently good academic record, with knowledge and experience of computerization of a library</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC. CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>iv) Sanskrit/Hindi as a subject atleast upto the level of matric.</p> <p>Provided that the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations</p>

				<p>of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions.-</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners:</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted,</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal:</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p>Note:</p> <p>(i) The fulfillment of these conditions is to be certified by the Registrar or the Dean Academic Affairs of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>As per UGC rules.</p>
3	Deputy Registrar	00	FPL-12	<p>Deputation:- Officers holding analogous post on regular basis</p> <p>Or</p> <p>A Master's Degree/Acharya with atleast 55% (50% for SC/ST) marks or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University.</p> <p>5 Year Administrative experience as Assistant Registrar or in an equivalent post in Central/State Govt./University/Autonomous Body and other Higher</p>

				Educational Institution. Desirable: Bachelor's Degree in Law from a recognized university. Knowledge of Sanskrit/Hindi at least upto the level of matric.
4	Assistant Registrar	01	FPL-10	Deputation:- Officers holding analogous post on regular basis Or A Master's Degree/Acharya with atleast 55% (50% for SC/ST) marks or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University. Minimum 5 Year experience up to level of Superintendent in an equivalent post in Central/State Govt./ University/Autonomous Body and other Higher Educational Institution. Desirable: Bachelor's Degree in Law from a recognized University. Knowledge of Sanskrit/Hindi at least upto the level of matric.
5.	Computer Programmer	01	FPL-9	Deputation: - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. Or i. MCA/B-Tech in Computer Science with 55% (50% for SC/ST) marks or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University. ii. 5 Year Experience as Junior Programmer in any Govt./Semi Govt. Institution /Central /State Govt./University/Autonomous Body. iii. Sanskrit/Hindi as a subject atleast upto the level of matric.
6.	Superintendent	02	FPL-07	Deputation:- Holding analogous post on regular basis in the State Govt./State Universities of Haryana. Or Shastri/Graduate with 55% marks (50% for SC/ST) or Acharya/Post Graduate or an equivalent grade in a point-scale, wherever the grading is followed from a recognized University 5 years experience as Assistant or equivalent working in Govt./Semi Govt./Institutor/central/State Govt./University/ Autonomous Body and other Higher Educational Institution.
7.	Private Secretary	01	FPL-06	Deputation:- Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. Or

				<p>i Shastri/Graduate with 55% marks (50% for SC/ST) or Acharya/Post Graduate or an equivalent grade in a point-scale, wherever the grading is followed from a recognized University.</p> <p>ii Having Three year experience as Personal Assistant or a total experience of 8 year as Senior Scale Stenographer or above in any Central/ State Govt./ University/Autonomous Body and other Higher Educational Institution.</p> <p>Desirable: Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.</p>
8.	Personal Assistant	02	FPL-06	<p>Deputation: - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.</p> <p>Or</p> <p>Shastri/Graduate with 55% marks (50% for SC/ST) or Acharya/Post Graduate or an equivalent grade in a point-scale, wherever the grading is followed from a recognized University.</p> <p>3 Year experience as Sr. Scale Stenographer or above in any Central/State Govt./ University/Autonomous Body and other Higher Educational Institution.</p> <p>Desirable: Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.</p>
9.	Junior Programmer	01	FPL-06	<p>Deputation: - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.</p> <p>Or</p> <p>i. MCA/B-Tech in Computer Science with 55% (50% for SC/ST) marks or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University.</p> <p>ii. Sanskrit/Hindi as a subject atleast upto the level of matric</p>

10.	Account Assistant	01	FPL-06	<p>Deputation: - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.</p> <p>Or</p> <p>i. B.Com with 55% marks (50% for SC/ST) or M.Com./MBA (with specialization in Finance) with 55% marks (50% for SC/ST) or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University.</p> <p>Five year experience as Clerk or above in accounting in any Govt./Semi. Govt. Institution/Central/State Govt./University /Autonomous Body.</p> <p>ii. Typing speed of atleast minimum 30 WPM in English or 25 WPM in Hindi/Sanskrit.</p> <p>iii. Sanskrit/Hindi as a subject atleast upto the level of matric</p>
11.	Assistant	05	FPL-06	<p>Deputation:- Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.</p> <p>Or</p> <p>Shastri/Graduate with 55% marks (50% for SC/ST) or Acharya/Post Graduate or an equivalent grade in a point-scale, wherever the grading is followed from a recognized University.</p> <p>Five Year experience as Clerk or above in any Central/State Govt./University/Autonomous Body and other Higher Educational Institution.</p> <p>Desirable:</p> <p>Proficiency in Computer application, noting and drafting etc.</p> <p>Knowledge of Sanskrit/Hindi atleast upto the level of matric.</p>
12.	SDO	01	FPL-09	<p>Deputation:- Officers holding analogous post on regular basis</p> <p>Or</p> <p>i B. Tech. (Civil) or equivalent with atleast 55% (50% for SC/ST) marks or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University.</p> <p>ii Atleast 3 Year Experience as Assistant Engineer (Civil) in any Central/State Govt./University/Autonomous Body and other Higher Educational Institution.</p> <p>Or</p> <p>Atleast 5 year experience JE (Civil) in any Central/State Govt./University/Autonomous Body and other Higher Institution.</p> <p>Knowledge of Sanskrit/Hindi atleast upto the level of matric.</p>

- ❖ **At present there are no vacancy for the post of Deputy Registrar. A panel will be drawn for future requirement**
- ❖ **University reserves the right to increase/decrease or withdrawn or cancel any post.**

- ❖ **Maximum age for deputation is 56 years.**

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

**-sd-
Deputy Registrar**



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 NOC from your : _____
Present employer?
- (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 : (i) _____
not in relation to you, to whom you are known
personally

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

19. Any other details not mentioned above, which : _____
can strengthen your claim for this
appointment, (Attach separate sheet, if necessary)

20. 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)

**Certification of NOC by the Employer/Cadre Controlling
Authority/Controlling officer**

The application of Sh./Smt./Ms/..... who is at present working as
..... In the
(Deptt/organization) is recommended and forwarded for consideration for the post of
..... to 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 and this organization /office/ Institution has no objection.

(Signature of Employer/Cadre Controlling
Authority/Controlling officer with seal)

Place:
Dated:

Certificate to be furnished by the Employee

Certified that:-

1. There is no vigilance or disciplinary case pending/contemplated against me.
2. No Major/minor penalty has been imposed on me during the last 10 years or a list of major/minor penalties imposed on me during the last 10 years is enclosed (as the case may be).

Signature of Employee

Dated:

Place: