



# CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament  
56-57, Institutional Area, Janakpuri, New Delhi-110058  
Website: [www.sanskrit.nic.in](http://www.sanskrit.nic.in)

Advertisement No 04/2022

Date: 08.10.2022

## DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

The Central Sanskrit University, Delhi established by an Act of Parliament invites applications through **Online mode only** from Indian Nationals for recruitment to the following Non-teaching Posts for its Headquarter Office at New Delhi and the Campuses located at different places in the country. The applicants are required to apply Online through Link (<https://sanskritnt.samarth.edu.in>) given in the University's Website [www.sanskrit.nic.in](http://www.sanskrit.nic.in) under "Recruitment/ Notification" heads.

Sl. No.	Name of the Post and Pay Matrix Level	Vacancy								Mode of Recruitment	Age Limit
		UR	*EWS	OBC	SC	ST	Total	PwBD	Ex-SM		
1.	Curator (Level 7)	01	-	-	-	-	01	-	-	Direct	Below 40 years
2.	Assistant (Level 6)	01	-	-	-	-	01	-	-	Direct	Below 35 years
3.	Copyist (Level 6)	01	-	-	-	-	01	-	-	Direct	Below 35 years
4.	Professional Assistant (Level 6)	03	-	01	01	-	05	01 (V.H.)	-	Direct	Below 35 years
5.	Technical Assistant (Lab) (For Shikshashastra /Education) (Level 5)	01	-	01	-	-	02	-	-	Direct	Below 35 years
6.	Technical Assistant (Lab) (For Computer) (Level 5)	04	-	01	-	-	05	-	01	Direct	Below 35 years
7.	Stenographer Grade-II (Level 4)	04	-	02	01	01	08	01 (M.D.)	01	Direct	Below 30 years
8.	Lower Division Clerk (Level 2)	09	02	08	01	03	23	01 (H.H.)	02	Direct	Below 30 years
9.	Library Attendant (Level 1)	-	-	-	01	-	01	-	-	Direct	Below 30 years
10.	Multi Tasking Staff (Level 1)	08	02	10	-	04	24	01 (V.H.)	02	Direct	Below 30 years

**Note:** UR - Unreserved, EWS - Economically Weaker Section, OBC - Other Backward Class (Non-creamy layer), SC- Schedule Cast, ST - Schedule Tribe, PwBD-Persons with Benchmark Disability, Ex-SM - Ex Service Man, V.H. - Visually Handicapped, H.H.- Hearing Handicapped, M.D. -Multiple Disability.

\*If a suitable person belonging to EWS does not become available, then clause 6.3 of DoPT Office Memorandum No. 36039/1/2019-Estt (Res) dated 31.01.2019 will be applicable.

### **Important:**

1. The posts in the University are of All India Cadre and accordingly, appointments will be made at any Campus/HQ Office, as per requirement. Employment in the University involves liability to serve in any of the University's Campus situated at different parts of the country.
2. For separate post, separate application must be submitted through online mode along with requisite fee.
3. Information relating to selection process of above posts will be communicated through University's website or email communication to the concerned candidates. Candidates are advised to regularly visit the website of the University or e-mail provided in the application form.

4. Duly completed application should be submitted through online mode in the prescribed application format available in Samarth Portal at University's website (<https://sanskritnt.samarth.edu.in>) under "Recruitment/ Notification" heads. Candidates will have to submit scanned copies of the Original Documents alongwith the application.
5. Schedule of submission of application is as under:-
  - (i) **Start Date & Time of Online Registration /Submission of application 08.10.2022 by 10.00 a.m.**
  - (ii) **Last Date & Time of Online Registration/Submission of application 07.11.2022 by 11.59 p.m.**
6. There will be an application fee of Rs. 1000/- (Rs. 500 for SC/ST/PwBD) which can be paid through online mode only. Any other mode of payment shall not be accepted towards application fee. Fee once paid will not be refunded.
7. The details of vacancy position, qualifications and other eligibility criteria for above posts, procedure and conditions for submission of application, and other terms and conditions are given here in this detailed notification for recruitment.
8. Those in employment may submit/upload "No Objection Certificate" from his/her employer in the prescribed format while submitting the application through **Online mode only**. No Objection Certificate and Vigilance Clearance Certificate in original from the concerned employer should be submitted at the time of Document Verification.
9. 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 University will not entertain any complaint in this regard.
10. **Information relating to selection process of above posts will be communicated through University's website or via registered email only to the concerned candidates. Further, Date/Schedule of Written Test/ Skill Test/Selection criteria and scheme of examination (as applicable) and other details etc. shall be uploaded/available in the University's website <http://www.sanskrit.nic.in> time to time. Hence, the Candidates should keep visiting University's website "[www.sanskrit.nic.in](http://www.sanskrit.nic.in)" regularly for important announcement/ information/corrigendum/notices and other details throughout the selection processes at various stages for filling up these vacant positions.**
11. **The University may entrust the recruitment process for conducting written examination etc. to an Expert Agency and details of such process and instructions for candidates therefor will be uploaded on University's website. Candidates will have to consult the website regularly and cautiously for being prepared for the written examination (as applicable) and also for further action to be taken by them in this regard.**
12. **It should be noted that University will not verify the complete eligibility of the candidates with regard to eligibility criteria for the post(s) before conducting Written Test(s) for the concerned post(s). All candidates except Rejected Cases, will be permitted to appear in the Written Test(s), in the first instance, purely on provisional basis. The candidates should, therefore, ascertain themselves that they are completely eligible for applying for the post. Merely appearing at Written Test(s)/ Skill Test(s) will not entail the candidates for any claim/ right for the post. Rejected candidates will be informed through their concerned e-mail about their ineligibility for the post and Admit Cards in respect of them will not be generated in the concerned link. Any communication/submission from the candidates who were found Rejected will not be entertained, in any case, that the rejection of their candidature for the post has been found on the basis of procedural lapses for submission of application for the post(s), such as non-submission of requisite fee, incomplete application, etc.**

13. **Candidates qualifying Written Test and fulfilling all the requisite eligibility criteria will only be eligible for appearing at Skill Test(s), etc. wherever applicable.**
14. **The candidature of the applicant for appearing at written Test/Skill Test/ Document verification will be entirely provisional and mere issue of Admit Card or appearance in Written/Skill Tests does not entitle him/her for any right/ claim for the post(s).**
15. **Process for recruitment to the above posts will be uploaded on the University's website time to time or may be communicated through email/mobile Number. CSU will not be responsible for invalid/wrong email ID and Mobile No. mentioned by the candidates. Therefore, it is the responsibility of the candidate to mention correct contact details and regularly check their e-mail, SMS and CSU website: [www.sanskrit.nic.in](http://www.sanskrit.nic.in) for updates.**
16. **For any technical problem(s) faced during Registration, Online Application Submission etc, contact at [support-recruitment@csu.co.in](mailto:support-recruitment@csu.co.in)**

**REGISTRAR**

## 1. CURATOR

### Educational & Other Qualifications:

#### Essential:

- (i) Atleast IInd class Acharya or M.A. in Sanskrit or equivalent qualifications from a recognized Institution.
- (ii) At least Diploma in Library & Information Science/ Archaeology/Museology.
- (iii) Knowledge of Manuscriptology/Epigraphy.

#### Desirable:

- (i) Knowledge of Hindi and/or English.
- (ii) Experience in the relevant discipline in any oriental manuscript Library.

## 2. ASSISTANT

### Educational & Other Qualifications:

#### Essential :

- (i) A Bachelor's Degree from a recognized University/ Institution.
- (ii) Three years experience as UDC or equivalent in the Pay Matrix Level-4 of any Central/State Govt./University/Private Institutions/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution/corporate/bank with minimum annual turnover of Rs.200 crores.
- (iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or bilingual on computer.
- (iv) Proficiency in computer operation, noting and drafting.

#### Desirable:

Knowledge of Sanskrit.

Note:-

The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant.

## 3. COPYIST

### Educational & Other Qualifications:

#### Essential:

- (i) Post Graduate Degree in Sanskrit from a recognized University/Institution.
- (ii) Knowledge and proficiency in reading ancient manuscripts as per local requirement.
- (iii) A good and clear hand-writing in Devanagari script.

#### Desirable:

- (i) Experience of working in any manuscript Library.
- (ii) Experience of copying work..

**4. PROFESSIONAL ASSISTANT**

**Educational & Other Qualifications:**

**Essential :**

- (i) Post Graduate Degree in Library Science Or equivalent Degree from recognized University/Institution.

OR

Post Graduate Degree in Sanskrit with Bachelor's Degree in Library Science or equivalent from recognized University/Institution.

- (ii) Post Graduate Diploma/Certificate Course in Computer Application/Computer Science/Library Automation from a recognized University/Institution.

**Desirable:**

- (i) Proficiency in noting and drafting.  
(ii) Knowledge of Sanskrit, Hindi and English.

**5. TECHNICAL ASSISTANT (LAB) (FOR SHIKSHASHASTRA/ EDUCATION)**

**Educational & Other Qualifications:**

**Essential:**

- (i) Shiksha-Shastri/Bachelor's Degree in Education from a recognized University.  
(ii) At least two years' experience of working in a research laboratory preferably attached with a recognized University or two years' experience in audio-visual productions/New Media Technology (NMT) in any Govt. Organization/PSU/Govt. Autonomous Institution.

**Desirable:**

- (i) Knowledge and experience of handling equipment like Projectors, multi-media, tape-recorder, cassette record players, film projector, photocopier, digital camera etc. and repairing of electronics equipments etc.  
(ii) Knowledge of computer particularly in preparing Power-Point presentations.  
(iii) Knowledge in Sanskrit.

**6. TECHNICAL ASSISTANT (LAB) (FOR COMPUTER)**

**Educational & Other Qualifications:**

**Essential:**

B.E./B.Tech. (Computer Science & Engineering/ Electronics & Communication Engineering/ Information Technology) or equivalent.

OR

Master in Computer Application (MCA) or equivalent.

OR

M.Sc. (Computer Science/Information Science) from a recognized University/Institute.

OR

B.Sc. (Computer Science)/BCA from recognized University or Institute with minimum 2 years experience in any Govt. Organization/ PSU / Govt. Aided/Autonomous /Private Autonomous Institution/ Startup.

OR

Three years Diploma in relevant field from a recognized Polytechnic/Institute with minimum 4 years experience in any Govt. Organization/ PSU/ Govt. Aided/Autonomous/Private Autonomous Institution/Startup.

**7. STENOGRAPHER GRADE-II**

**Educational & Other Qualifications:**

**Essential:**

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

**Skill test norms on Computer**

Dictation 10 minutes @ 80 w.p.m., Transcription 50 minutes (English) or 65 minutes (Hindi)

**Desirable:**

Knowledge of Sanskrit.

**8. LOWER DIVISION CLERK (LDC)**

**Educational & Other Qualifications:**

**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.

**9. LIBRARY ATTENDANT**

**Educational & Other Qualifications:**

**Essential:**

- (i) 12th Class or equivalent qualification from a recognized Board or University.
- (ii) Certificate/Diploma in Library and Information Science from a recognized University/Institute.

**Desirable:**

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

**10. MULTI TASKING STAFF (MTS)**

**Educational & Other Qualifications:**

**Essential:**

Matriculation or 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, carpeting, 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..
- (ii) Knowledge of Computer.

## **General Terms and Conditions of Recruitments: -**

### 1. Application Form :

- a) 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 University only and the candidates are advised to visit the University's website "[www.sanskrit.nic.in](http://www.sanskrit.nic.in)" regularly.
- b) The columns in the online application form can be expanded to furnish any further 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 Samarth Portal in University's website "[www.sanskrit.nic.in](http://www.sanskrit.nic.in)".
- 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. Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
- vii. Incorrect information or misrepresentation or suppression of material facts.
- viii. For carrying mobile phones / accessories in the Examination premises/Hall, wherever applicable.
- ix. If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
- x. Non-production of Original Certificates at the time of Verification of Documents.
- xi. Any other irregularity.

### 3. Mere possession of eligibility conditions shall not entitle a candidate to be called for Written/Skill Tests. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words no candidate shall be eligible for written test/skill test if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.

### 4. Candidates shall have to submit scanned copies of original documents alongwith the application to be submitted through Online. They shall, however, submit original documents thereof for verification during Documents Verification or at any stage of recruitment or thereafter.

### 5. The experience in different fields as prescribed in eligibility criteria 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.



6. Relaxation in age, qualification and experience etc. will be applicable as per the UGC/Govt. of India guidelines and Central Sanskrit Universities Act, 2020 and its Statutes and Ordinances issued from time to time. A certificate to this effect issued from the competent authority should be attached with prescribed application form. Whatever, relaxation of qualification including percentage of marks is permitted under the UGC/GOI Guidelines/Central Sanskrit Universities Act, 2020 and its Statutes and Ordinances, such relaxation shall also be considered in appropriate cases subject to recommendations of the screening committee.
7. 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 31.1.2019, 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/ 1<sup>st</sup> Class Stipendiary 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 Tehsildar and (iv) Sub-Divisional Officer of the area where the candidate and/or his family normally resides.
8. Candidates applying for the post(s) reserved for OBC must submit certificate of OBC (non-creamy layer) in the prescribed format as per Standing Instructions issued by Competent Authority, Government of India as amended from time to time. The certificate should be obtained/issued in the current year, in accordance with instructions issued by the Union Government in this respect from time to time. Applicants should ascertain that they belong to the reserved categories (cast) enlisted in the Central list for the Other Backward Classes. self-declaration in the prescribed format as available with this detailed Notification on University's website. They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India. Self attested copy of OBC certificate and self declaration as to OBC (Non-Creamy layer) should be annexed to hard copy of online application alongwith other necessary enclosures. OBC candidate shall belong to OBC Category of respective State as notified by Central Government. OBC non-creamy layer certificate should be valid at the time of appointment.

If the relevant certificates for respective reserved categories are not submitted with the application, the application may be rejected and no appeal against its rejection will be entertained.

9. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned as physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I. Further any facility should be allowed to any person with benchmark disability as defined under "Guidelines for conducting written examination for persons with benchmark disabilities 2018". issued by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). For providing any facility to any person with benchmark

- disability as per the Govt. of India guidelines/rules, the Person with Disabilities (Divyangjan) may request/apply alongwith application form for obtaining the facilities as per Govt. of India guidelines.
10. Appointment of SC/ST/OBC/PwBD/EWS/Ex-SM candidates (as the case may be), will be provisional, subject to verification of related Certificates/ documents.
  11. The candidate will have to present himself/herself for Written test/Skill test if called for, at the place and time fixed by the University at his/her own expenses.
  12. 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.
  13. If at any stage of the recruitment process or employment, it is detected that there is a wilful 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 age etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
  14. The persons appointed against any post shall be governed by the Central Sanskrit Universities Act, 2020 and its Statutes, Ordinances, Rules and Regulations as amended from time to time and resolutions of the Executive Council of the University and rules of the Govt. of India/ Guidelines of the UGC/Statutes/ Ordinances as adopted by the University from time to time.
  15. Admit card as applicable will be issued provisionally, on the basis of information furnished by the candidate in his/her application. The University will not verify/scrutinize this information in advance and therefore, mere appearance at the examination will not, in any way, entitle him/her to claim for the post.
  16. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test (as applicable) in the first instance. Final list of candidates found eligible for Skill Test/Written Test will be displayed separately in due course. Candidates qualifying Written Test will be eligible for Skill Test. List of those qualified candidates and schedule of Skill Test will be displayed in University's website in due course.
  17. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post; he/she has applied for as on last date of receipt of applications.
  18. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the University. The University will not make any kind of corrections in admit cards received by post. No modification, whatsoever, in the admit card at the examination centre will be allowed.

19. The employees of the University are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the University are located or may be located in future.
20. The grade point B in the 7 point scale (Grades O, A, B, C, D, E & F) shall be regarded as equivalent to 55% wherever the grading system is followed.

Seven Point Scale for grading system is given below:

SEVEN POINT SCALE

Grade	Grade Point	% 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	00-24

21. 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 written test/skill test/document verification and his/her candidature shall be treated as cancelled without any further communication in this regard.
22. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
23. The Candidates should keep a copy of Application printout alongwith fee submission receipt for producing at the time of Document Verification and also for their future reference.
24. The CSU has framed Selection Criteria and Scheme of Examination for particularized posts for recruitments. The CSU reserves the right to modify the Criteria/Scheme concerning the recruitment and/or to add/withdraw the post (s) in/from the preview of Scheme of Examination as per requirement.
25. The University 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.
26. The University 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.sanskrit.nic.in](http://www.sanskrit.nic.in)".
27. The select panel of candidates of this recruitment process will be valid for one year.
28. The University reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
29. The University reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
30. The University reserves the right to increase or decrease the vacancies according to the circumstances.

31. The University reserves the right to reject any application without assigning any reason thereof.
32. Canvassing in any form will be a disqualification.
33. Interim enquiries shall not be entertained.
34. **Statutory Warning:** Selection in the University 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.
35. In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Hon'ble Courts in Delhi.

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