

F. No. 12025/2016-Estt./LDCE/RSkS/ 8071

**RASHTRIYA SANSKRIT SANSTHAN**  
(DEEMED UNIVERSITY)  
56-57, INSTITUTIONAL AREA, JANAKPURI  
NEW DELHI-110058

**Dated:** 02.02.2019

**NOTIFICATION**

Further to the notification issued vide even no. dated 03.11.2018, applications are invited on prescribed enclosed format from the eligible Assistant, Stenographer Gr.I/UDC, and Group C ( Group C in the grade of Rs. 1800/- Pre-revised) in the Sansthan for recruitment to the following vacant posts at the Hqrs. Office of the Sansthan and its Campuses under 40% quota of Limited Departmental Competitive Examination (LDCE) for Section Officer and Assistant amongst Assistant / Stenographer Gr.I & Assistant amongst UDC and 20% quota of LDC amongst the Group C (in the grade of Rs. 1800/- Pre-revised) in accordance with Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 :-

Sl. No.	Name of the Post	Pay Matrix & Pay Level
1.	Section Officer	Pay Level - 7 [Rs.44900-142400]
2.	Assistant	Pay Level - 6 [Rs.35400-112400]
3.	LDC	Pay Level - 2 (Rs.19900-63200)

The eligibility criteria for above posts under LDCE is as under:-

Post	Eligibility Criteria
1. Section Officer	At least 3 years of service as Assistant or Stenographer Grade-I and qualifying the Limited Departmental Competitive Examination conducted by the Sansthan.
2. Assistant	(i) 3 years continuous satisfactory service as UDC. (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules/Sansthan's Rules, Bye-Laws etc.
3. LDC	(i) 20% by promotion from amongst the Group C staff in the grade pay of Rs. 1800 (pre-revised) and having experience of 03 years regular service in the grade on the basis of departmental qualifying examination. (ii) Essential- 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. (iii) Typing/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)

**Note :-** Recruitment to these posts will be subject to qualifying the Limited Departmental Competitive Examination conducted by the Sansthan.

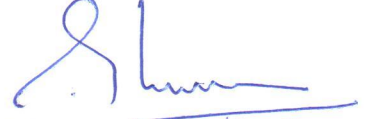
[To be ascertained on securing prescribed qualifying marks written test as per scheme of examination and based on merit.]

Those who are eligible and interested to appear in the Limited Departmental Competitive Examination (LDCE) may submit duly completed application in prescribed application format to Registrar, RSkS (DU), New Delhi along with all necessary enclosures through Department Head (in Hqs.)/Principal/ Principal I/c of the Campus, latest by 20.02.2019. Written examinations/Skill Test for Section Officer, Assistant and LDC, as the case may be, are tentatively scheduled in the month of First / Second week of March, 2019. The vacancy position of these posts and Category of posts as per roster will be announced in due course.

:2:

Those departmental candidates, who have already submitted their applications in response to earlier notification dated 03.11.2018, need not to apply again.

This issues with the approval of Competent Authority.



(Prof. S. Subrahmanya Sarma)  
Registrar

**Copy for information and necessary action to:-**

1. All Principals/ Principal I/c of the Campuses with request to circulate this notification among all concerned and to forward duly completed applications within the prescribed time limit.
2. All Sectional Heads in the Hqrs. Office of the Sansthan with request to circulate this notification among all concerned and to forward duly completed applications within the prescribed time limit.
3. PS to Hon'ble VC for kind information of Hon'ble V C.
4. Office of Registrar
5. P.O. to upload website of Sansthan (at Staff Corner)
6. Guard file

Sl. No. of Application.....  
आवेदन पत्र संख्या

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कार्यालय उपयोग के लिए

# Rashtriya Sanskrit Sansthan

(Deemed University)

56-57, Institutional Area,  
Janakpuri, New Delhi-110058

Application Form for Promotion to Non-Teaching Posts under Limited Departmental Competitive Examination (LDCE)  
सीमित विभागीय प्रतियोगी परीक्षा के अन्तर्गत गैर-शैक्षिक पदों पर पदोन्नति हेतु आवेदन पत्र

Please paste self-attested passport size photograph here and one photograph to be attached to application form  
यहाँ पासपोर्ट आकार का स्वयं साक्ष्यित फोटो चिपकाइए तथा एक फोटो आवेदन के साथ लगाए।

To be filled by the applicant/ आवेदक के द्वारा भरने के लिए

POST APPLIED FOR (पद जिसके लिए आवेदन किया है) .....

- Name of Applicant (in block letters):  
आवेदक का नाम (स्पष्ट शब्दों में) .....
- Father's/Husband's Name:  
पिता / पति का नाम .....
- (i) Date of Birth (in figures):  
जन्म तिथि (अंकों में) .....
- (in words):  
(शब्दों में) .....
- (ii) Age:..... Years:..... Months :..... days.....  
आयु वर्ष माह दिन
- Tel.No..... Mob.No..... Email ID.....  
टेलिफोन नं. मोबाईल नं. ई-मेल
- Nationality:..... Male/Female/Transgender:..... Married/Unmarried:.....  
राष्ट्रीयता (पुरुष/स्त्री/द्विपरीत लिंग) (विवाहित/अविवाहित)
- Postal Address with Pin Code No.:  
पत्र व्यवहार का पता पिन कोड नं के साथ: .....
- Category: (Please tick ✓) General  OBC (Central List)  SC  ST   
श्रेणी: (कृपया निशान लगाये ✓) सामान्य अन्य पिछड़ा वर्ग (केन्द्रीय सूची) अनु. जाति अनु. जनजाति
- Whether Physically Challenged, if yes (Please tick ✓): VH  OH  HH   
क्या आप विकलांग हैं, यदि हाँ, तो कृपया निशान लगाये ✓ (वी.एच.) (ओ.एच.) (एच.एच.)
- Date of appointment and years of service in the feeder post to the post applied for promotion under LDCE.  
सीमित विभागीय प्रतियोगी परीक्षा के अन्तर्गत पदोन्नति हेतु आवेदित पद के प्रदायक पद में नियुक्ति की तिथि एवं कार्यकाल की अवधि

Designation पदनाम	Pay + Grade Pay वेतनमान ग्रेड वेतन सहित	Date of appointment in the feeder post प्रदायक पद में नियुक्ति की तिथि	Year of Service in the feeder post प्रदायक पद पर कुल सेवा अवधि

9. Educational Qualifications (From Secondary School & onwards):  
शैक्षिक योग्यताएं (सेकेण्डरी स्कूल एवं आगे):

Examination Passed परीक्षा उत्तीर्ण की	Year of Passing उत्तीर्ण होने का वर्ष	Name of the School/ College/University/Board विद्यालय/महाविद्यालय/ विश्वविद्यालय/बोर्ड का नाम	Division श्रेणी	%age प्रतिशत	Subjects taken विषय लिये

10. Technical/Professional Qualifications:  
तकनीकी/वृत्तिक योग्यताएं:

Examination Passed परीक्षा उत्तीर्ण की	Year of Passing उत्तीर्ण होने का वर्ष	Institution संस्थान	Division श्रेणी	%age प्रतिशत	Subjects offered परीक्षा के विषय

11. Do you know typewriting/shorthand? If so, state speed (wherever applicable):  
क्या आप टंकण/आशुलिपि जानते हैं? यदि हां तो, गति बताइए (जहाँ लागू हो):

English (अंग्रेजी)

Hindi (हिन्दी)

Shorthand: .....w.p.m.

.....w.p.m.

आशुलिपि: श.प्र.मि.

श.प्र.मि.

Typewriting: .....w.p.m.

.....w.p.m.

टंकण: श.प्र.मि.

श.प्र.मि.

12. Are you proficient for working on Computer?  
क्या आप कम्प्यूटर पर कार्य करने में कुशल हैं?

YES/NO  
हाँ/नहीं

13. Any other information:.....

कोई अन्य जानकारी: .....

.....

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.....

.....

Declaration:  
घोषणा

I declare that the statements made in the Application Form are true to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria as contained in the forwarding Notification, my candidature/appointment is liable to be cancelled/terminated.

मैं घोषित करता हूँ/करती हूँ कि इस आवेदन-पत्र में दिया गया समस्त विवरण मेरी पूरी जानकारी और विश्वास के अनुसार सत्य है। मैं समझता/समझती हूँ कि किसी भी स्तर पर कोई भी सूचना झूठी या गलत पाने पर अथवा अग्रेशन अधिसूचना अनुसार पूर्ण योग्यता पूरित नहीं पाए जाने की स्थिति में मेरी उम्मीदवारी/नियुक्ति को निरस्त/रद्द करना संभाव्य होगा।

Dated:.....  
दिनांक

Signature of the Applicant  
आवेदक के हस्ताक्षर

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Certified that Shri/Smt./Kumari.....(name) is presently employed to the post of .....(designation) in the scale of pay of Rs.....w.e.f.....His/Her total regular service in the present post is ..... years.....months.....days.....

The facts stated above have been verified and found to be correct.

There is no disciplinary/vigilance case pending or contemplated against him/her and he/she has not been awarded any penalty.

प्रमाणित किया जाता है कि श्री/श्रीमती/कुमारी.....(नाम)  
.....(पद का नाम) पर .....वेतनमान में दिनांक.....

से कार्यरत हैं। इनकी वर्तमान पद पर नियमित कुल सेवा अवधि.....वर्ष.....माह.....दिन है।

ऊपर दिये गए सभी तथ्यों की जांच कर ली गई है और वे सत्य पाए गए हैं।

इनके विरुद्ध कोई अनुशासनात्मक/सतर्कता का मामला लंबित अथवा अपेक्षित नहीं है तथा इन्हें दण्डित नहीं किया गया है।

Dated:.....  
दिनांक

Signature of Principal/Principal I/c/ Head of Sections/ (with Seal)  
प्राचार्य/प्राचार्य प्रभारी/अनुभागाध्यक्ष के हस्ताक्षर (मोहर सहित)