



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/MVSU/ADMIN/2023/5339.....

दिनाङ्कः/Dated:- २१/१२/२३

To

The Registrar,
All State Universities of Haryana.

Sub:- Regarding appointment of Teaching & 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 The Registrar, Maharishi Valmiki Sanskrit University, Kaithal on or before **04.01.2024 till 05:00PM**. 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	Assistant Librarian	01	Academic Level-10	Deputation : Officers holding analogous post on regular basis in Govt. Universities/Colleges. Desirable : Knowledge of Sanskrit/Hindi.
2	Deputy Registrar	01	FPL-12	Deputation:- Officers holding analogous post on regular basis OR i. 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. ii. 5 Year Administrative experience as Assistant Registrar or 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.
3	Assistant Registrar	02	FPL-10	Deputation:- Officers holding analogous post on regular basis OR i. 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.

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>ii. 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.</p> <p>Desirable: Bachelor's Degree in Law from a recognized University. Knowledge of Sanskrit/Hindi at least upto the level of matric.</p>
4	Superintendent [#]	--	FPL-07	<p>Deputation:- Holding analogous post on regular basis in the State Govt./State Universities of Haryana.</p> <p>OR</p> <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. 5 years experience as Assistant or equivalent working in Govt./Semi Govt./Institutor/central/State Govt./University/Autonomous Body and other Higher Educational Institution.</p>
5	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>
6	Private Secretary	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. 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>
7	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>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>

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				ii. 3 Year experience as Sr. Scale Stenographer or above in any Central/State Govt./ University/Autonomous Body and other Higher Educational Institution. Desirable: Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.
8	Assistant	02	FPL-06	Deputation:- Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. OR 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. ii. Five Year experience as Clerk or above in any Central/State Govt./University/Autonomous Body and other Higher Educational Institution. Desirable: Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.
9	Clerk	02	FPL-02	Deputation:- Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. Desirable: Knowledge of Sanskrit/Hindi at least up to the level of matric.

At present there are no vacancy for the post of Superintendent. A panel will be drawn for future requirement.

❖ University reserves the right to increase/decrease or withdraw or cancel any post.

❖ Maximum age for deputation is 56 years as on last date of receipt of application.

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


 Deputy Registrar
 for 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: