

RASHTRIYA SANSKRIT VIDYAPEETHA

(Deemed to be University)

TIRUPATI - 517 507 A.P.



PROSPECTUS

Advt.No.RSV/Estt./NT/2013 dt. 07-05-2013.



RASHTRIYA SANSKRIT VIDYAPEETHA
(Deemed to be University)
TIRUPATI - 517 507 (A.P.)

NOTIFICATION

Applications are invited from the eligible candidates for the following Non-teaching posts-

(1) Assistant Registrar - 01 post [Gen.]

Scale of Pay: PB-3 Rs.15600-39100 with GP of Rs.5400-00

(2) Manager (Hostels/Guest House) - 01 post - Gen.

Scale of Pay :PB-2 Rs.9300-34800 with GP of Rs.4200-00

(3) Junior Engineer (Electrical) - 01 Post - Gen.

Scale of Pay : PB-2 Rs.9300-34800 with GP of Rs.4200-00

(4) Preservation Assistant (Manuscripts) - 01 post - Gen.

Scale of Pay : PB-1 - Rs.5200-20200 with GP of Rs.2800-00

Applications along with prospectus for the above mentioned posts can be had on payment of Rs.300/- (Rs. 150/- for SC/ST candidates and no fees for PWD candidates) by Demand Draft drawn in favour of Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati from 13-05-2013 onwards. Applications along with Prospectus can also be downloaded from the Website : <http://rsvidyapeetha.ac.in>.

Those who have already applied for the above Non-Teaching posts in response to the notifications (1) Advt.No.RSV/Estt/NT/OBC/Apts./2011/1 dt. 31.01.2011 and (2) Advt.No.RSV/Estt/T&NT/Apts/2012 dt.10.03.2012 **need not apply again** and their applications will be processed as per the present notification/prospectus. However they may furnish additional information, if any, in support of their applications.

**The last date for submission of filled in applications is
upto 5.30 p.m. on 10-06-2013.**

Advt.No.RSV/Estt./NT/2013 dt. 07-05-2013.

REGISTRAR

Applications downloaded from the website : <http://rsvidyapeetha.ac.in> should be submitted along with the prescribed fee of Rs. 300/- (Rs. 150/- for SC/ST candidates) by way of Demand Draft drawn in favour of the Registrar, Rashtriya Sanskrit Vidyapeetha payable at Tirupati.

RASHTRIYA SANSKRIT VIDYAPEETHA

(Established under section 3 of UGC Act, 1956)

TIRUPATI - 517 507 A.P.

Eligibility Conditions

01. Assistant Registrar (One post-General)

Scale of pay - PB-3 Rs.15600-39100 with Grade pay of Rs.5400-00

Qualifications:

Essential:

Good academic record plus Master's Degree in any discipline with at least 55% marks or its equivalent grade of B in the UGC Seven Point Scale.

Desirable:

- i) Two years experience in a supervisory capacity in the Educational Administration or Accounts or Examination as the case may be.
- ii) Preference will be given to the candidates having PG degree in Sanskrit or traditional Sastras and Ph.D. /Vidyavaridhi in the concerned subject.
- iii) Knowledge of Computer Application.
- iv) Knowledge of Sanskrit/Hindi

02. Manager (Hostels/Guest House) (One post-General)

Scale of pay - PB-2 Rs.9300-34800 with Grade Pay of Rs.4200

Age limit 35 years (as on 10.06.2013)

Qualifications:

Essential:

- (i) Graduate/Sastri from a recognised University/Institution.
- (ii) Three Years experience in any Government/Autonomous Bodies Hostels / Guest House.
- (iii) Good Communication Skills in English , Hindi and Sanskrit.

Desirable:

- i) Diploma in Catering/Hospitality/Hotel Management.
- ii) Knowledge of Computers.

03. Junior Engineer (Electrical) (One post-General)

Scale of pay - PB-2 Rs.9300-34800 with Grade Pay of Rs.4200

Age limit 35 years (as on 10.06.2013)

Qualifications:

Essential:

B.E./B.Tech (Electrical) from a recognised University/Institution.

(OR)

- (i) Diploma in Electrical Engineering with 60% marks from a recognised University / Institution.
- (ii) Three years experience in maintenance of electrical installations in any Autonomous Body/Government Department.

04. Preservation Assistant (Manuscripts) (One Post - General)

Scale of pay - PB-1 Rs.5200-20200 with Grade Pay of Rs.2800

Age limit 35 years (as on 10.06.2013)

Qualifications:

Essential:

- (i) Graduate/Sastri from a recognised University/Institution.
- (ii) PG Diploma in Manuscriptology from a recognised University / Institution.

Desirable:

- (i) Experience in preservation of manuscripts.
- (ii) Certificate in preservation and conservation of manuscripts and records from a reputed institution.

Following Documents are to be enclosed along with the application in respect of relevant posts wherever necessary :

- (1) Supporting documents (degree/diploma certificates and marksheets) of qualifications and experience.
- (2) Certificate in proof of date of birth.
- (3) No Objection Certificate from the employer, if already employed and the application not sent through proper channel.

GENERAL INFORMATION

1. The Institute reserves the right :
 - (a) to relax any of the requirements with reference to age and experience in exceptional cases and/or in the case of persons already holding comparable positions, on a regular basis, in a university/research institution,
 - (b) to invite persons for interview who may not have applied as per the above procedure ;
 - (c) to fill up or not to fill up any of the vacancies advertised;
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to debarring the candidate from considering to the post.
4. For posts reserved for SC/ST/OBC candidates, applications from other candidates will not be entertained nor will SC candidates be substituted either by ST/OBC candidates and vice-versa;
5. Age limit does not apply to the employees of this Vidyapeetha.
6. Candidates who have obtained 55% or more marks or an equivalent grade of B in the 7 point scale as mentioned below in the Master's Degree should only apply except in the case of SC/ST/PWD candidates.

UGC SEVEN POINT SCALE

Grade	Grade Point	Percentage 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	0-24

7. A relaxation of 5% will be allowed from 55% to 50% of the marks at the Master's level for the SC/ST category.
8. The Vidyapeetha reserves the right to reject any application without assigning any reason therefor.
9. The candidates called for interview will have to come to the place of interview at their own expenses. However, outstation unemployed candidates belonging to SC/ST/PWD categories called for interview will be paid to and fro single second class rail fare towards journey expenses on production of Ticket number / proof.
10. The candidates should bring with them their original research papers, degrees and certificates, etc. for verification. The selection process involves the assessment of candidates' ability to communicate clearly and effectively, perform duties in University administration, deal with academic matters, students, teachers, etc.
11. The Vidyapeetha will send call letters for attending interview to the eligible candidates only as per rules.
12. Employed persons should send their applications through 'proper channel'. However, direct copies may be sent to save delay, subject to the production of NO OBJECTION CERTIFICATE at the time of interview.
13. Only prescribed application form issued by the Vidyapeetha or downloaded application form from the website (**Website : <http://rsvidyapeetha.ac.in>**) will be accepted. If a candidate desires to

apply for more than one post he/she should make a separate application for each post with requisite fee. The candidate should clearly note that the Vidyapeetha will not be responsible for non-receipt of application or any delay in receipt thereof on any account.

14. Applications received after the due date and time shall summarily be rejected. No correspondence will be entertained in this regard.
15. Age and experience will be reckoned as on 10.06.2013.
16. No interim queries regarding test / interview / selection will be entertained.
17. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
18. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
19. New Pension Scheme in accordance with the O.M. No.F.5-2/97 (DU) dated 26-8-2004 and O.M. No. 1-2/2004 (FA-NPS) dated 15-12-2004 received from the University Grants Commission will be applicable for the candidates appointed on or after 1-1-2004 and subsequent amendments made or will be made from time to time.
20. Filled in applications should be addressed to the **Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati-517 507(A.P.)** in an envelope superscripting "APPLICATION FOR THE POST OF _____" and should reach this office **on or before 5.30 p.m. on 10th June, 2013.**

For Further details Please contact : The Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati. Phone : 0877-2286799

Tirupati
Date: 07.05.2013

Prof. K.Ravi Sankar Menon
Registrar i/c

