

RASHTRIYA SANSKRIT VIDYAPEETHA

(Deemed to be University)

TIRUPATI - 517 507, A.P.



PROSPECTUS

Notification No.RSV/Estt./NT/2013 dated 02-02-2013



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

NOTIFICATION

Applications are invited from eligible candidates for the following posts:

1. **Registrar** (UR - 01 post)
PB-4 Rs.37400-67000 with Grade Pay of Rs.10,000-00
2. **Deputy Librarian** (UR- 01 Post)
PB-3 Rs.15600-39100 with AGP of Rs.8,000-00
3. **Deputy Registrar** (UR-01 Post)
PB-3 Rs.15600-39100 with GP of Rs.7,600-00

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 06-02-2013 onwards. Applications along with Prospectus can also be downloaded from the **Website : <http://rsvidyapeetha.ac.in>**.

The last date for submission of filled in applications is **upto 5.30 p.m. on 22-03-2013**.

Advt.No.RSV/Estt./NT/2013 dt.02-02-2013.

REGISTRAR I/c

Applications downloaded from the website : <http://rsvidyapeetha.ac.in> should be submitted along with the prescribed fee of Rs. 300/- (Rs.150-00 for SC/ST candidates) by way of Demand Draft drawn in favour of the Registrar, Rashtriya Sanskrit Vidyapeetha payable at Tirupati. PH candidates need not pay any fee while submitting applications.

RASHTRIYA SANSKRIT VIDYAPEETHA

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TIRUPATI - 517 507 A.P.

Eligibility Conditions

01. Registrar (One post - UR Category)

PB-4 Rs.37400-67000 with Grade Pay of Rs.10,000-00

Essential:

- (a)** Acharya/Master's Degree with atleast 55% of the marks or its equivalent grade of 'B' in the UGC 7 Point Scale;
- (b)** (i) At least 15 years' of experience as Assistant Professor in the AGP of Rs.7,000-00 and above or with 8 years' of service in the AGP of Rs.8,000-00 and above including as Associate Professor with experience in educational Administration, **or**
(ii) Comparable experience in research establishment and / or other institutions of higher education, **or**
(iii) 15 years of administrative experience, of which eight years shall be as Deputy Registrar or an equivalent post.

Desirable:

- (i) Ph.D.,
 - (ii) M.B.A. or P.G.Diploma in Management with knowledge of Computers.
 - (iii) L.L.B.
- (c)** The age of superannuation is 62 years.

02. Deputy Librarian (One post - UR Category)

PB-3 Rs.15600-39100 with Academic Grade Pay of Rs.8,000-00

- (i) Master's Degree in Library Science/Information Science/ Documentation with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
- (ii) Five years experience as an Assistant University Librarian / College Librarian.
- (iii) Evidence of Innovative Library service and organization of published work and professional commitment, computerization of library.
- (iv) Desirable: A M.Phil./Ph.D. Degree in library science/ Information Science/Documentation/Archives and manuscript keeping/computerization of library.

The age of superannuation is 62 years.

03. Deputy Registrar (One post - UR Category)

PB-3 Rs. 15,600-39,100 with Grade Pay of Rs.7,600-00

Essential:

- (i) Acharya/Master's Degree with at least 55% of the marks or its equivalent grade of 'B' in the UGC seven point scale
- (ii) At least nine years of experience as Assistant Professor in the AGP of Rs.6,000-00 and above with experience in educational administration, **or**
Comparable experience in research establishment and / or other institutions of higher education, **or**
At least five years' of administrative experience as Assistant Registrar or in an equivalent post.

The age of superannuation is 60 years.

Desirable:

M.B.A.(Personnel)/Master's Degree/Diploma in Personnel Management/Law/Knowledge in Sanskrit.

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) Three sets of each articles/paper/book published/ paper presented at seminars/conferences in the last three years may be enclosed along with the application, if any.
- (3) Certificate in proof of date of birth.
- (4) Caste Certificate in respect of SC/ST/OBC candidates issued by Mandal Revenue Officer concerned or other competent authority in Revenue Department.
- (5) PWD Candidates should submit the proof of disability certificate issued by the competent authority.
- (6) No Objection Certificate from the employer, if already employed.

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. The Vidyapeetha reserves the right to revise/reschedule/cancel/suspend the recruitment process without assigning any reason. The decision of the Vidyapeetha shall be final and no appeal shall be entertained.
5. Minimum Educational Qualifications: All applicants must fulfill the essential requirements of the post and other conditions stipulated in the UGC Regulation on Minimum Qualification for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education 2010 for the post of Deputy Librarian and the minimum qualifications prescribed by the Department of Higher Education, Ministry of Human Resource Development, Government of India, New Delhi vide its letter No.1-32/2006-U-II/U.I(ii) dated 31st December, 2008 and qualifications prescribed by the Vidyapeetha Recruitment Rules for the posts of Registrar, Deputy Registrar, etc. They are advised to satisfy themselves before applying that they possess at least the essential qualifications laid down for various posts. No enquiry asking for advice as to eligibility will be entertained:
6. For posts reserved for SC/ST/OBC/PWD candidates, applications from other candidates will not be entertained nor will SC candidates be substituted either by ST/OBC candidates and vice-versa;
7. Candidates belonging to OBC category, but coming in creamy layer will not be entitled to the benefits of reservation and should apply as General Category candidate.
8. (a) Age limit does not apply to the employees of this Vidyapeetha.
(b) Age relaxation may also be considered in deserving cases.
9. 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 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

10. Candidates are required to put their full signature on the application form. Paste (do not staple/ pin) a recent passport size colour photograph in the space provided for at the right top portion on the first page of the application.
11. Please write name of the post applied for, and applicant's name with full postal address on the back of the Demand Draft without fail.
12. Reservations for SC/ST/OBC candidates exist as per the Rosters being maintained by the Vidyapeetha for various posts in accordance with the guidelines of the UGC. Candidates applying for the reserved posts should clearly state to which category they belong. They must also enclose a Certificate issued by Tahsildar/ Mandal Revenue Officer/Equivalent authority as proof to this effect, without which the applications will not be considered.

In case a candidate wants to claim benefits under the Persons with Disability category, the candidates relevant disability should not be less than 40 per cent. Proof to this effect in the form of a valid Disability Certificate must be enclosed to the application, without which the application will be treated as General (Unreserved).

Candidates applying for the post(s) reserved for OBC must submit an attested copy of certificate of Creamy Layer-exclusion in the prescribed form issued by competent authority, vide Column 3 of GOI Deptt. of Personnel and Training O.M.No.36012/22/93-Estt.(SCT) dated 8th September, 1993 and modified vide DoPT's

O.M.No.36033/3/2004-Estt.(Res) dated 9th March, 2004, and DoPT OM No.36033/32004-Estt(Res.) dated 14th October, 2008, without which applications will not be considered.

If no copies of the above certificates are sent with the application, it is liable to be rejected for reserved positions and no appeal against its rejection will be entertained.

13. A relaxation of 5% will be allowed from 55% to 50% of the marks at the Master's level for the SC/ST/PWD category.
14. Only matriculation/SSC certificate/Admit card/passing certificate issued by the concerned education board will be considered as proof of Date of Birth. No other document will be accepted for verification of date of birth.
15. The Vidyapeetha reserves the right to reject any application without assigning any reason therefor.
16. The candidates called for interview will have to come to the place of interview at their own expenses. However, outstation 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.
17. The candidates should bring with them their original research papers, degrees and certificates, etc. for verification.
18. Candidates residing abroad may be considered in absentia by the Selection Committee and if selected, shall be interviewed by the Vice-Chancellor.
19. The Vidyapeetha will send call letters for attending interview to the eligible candidates only as per rules.
20. The age of superannuation shall be 65 years for teachers, 62 years for non-vacation academic staff and 60 years for non-teaching staff subject to amendment from time to time.
21. 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.

22. Only prescribed applications issued by the Vidyapeetha or downloaded applications 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 with the 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.
23. Applications on plain paper or without the enclosures or incomplete applications will not be entertained.
24. Applications received after the due date and time shall summarily be rejected. No correspondence will be entertained in this regard.
25. No interim queries regarding test / interview / selection will be entertained
26. Applicants are advised to give phone numbers and e-mail address in their own interest to facilitate prompt communication.
27. Applicants may attach additional sheet(s) wherever necessary quoting the serial number.
28. 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.
29. Filled in applications should be addressed to the **Registrar, Rashtriya Sanskrit Vidyapeetha, Tirupati-517 507 (A.P.)** in an envelope superscribing "APPLICATION FOR THE POST OF _____" and should reach this office **on or before 5.30 p.m. on 22-03-2013.**

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

Place: Tirupati

Prof.K.Ravisankaran Menon

Date: 02-02-2013.

Registrar i/c

