



**RASHTRIYA SANSKRIT SANSTHAN**  
(Deemed University under Ministry of HRD, Govt. of India)  
Accredited by NAAC with 'A' Grade  
SHRI RANBIR CAMPUS  
Kot-Bhalwal, JAMMU – 181122 (J&K)  
Website: [www.rsksjmu.ac.in](http://www.rsksjmu.ac.in) Email: [ranbirjmu@gmail.com](mailto:ranbirjmu@gmail.com)

**Advt No. RSSJ/13011/2017-18/620**

**Date: 13-07-2017**

**DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT OF LOWER DIVISION CLERK**

Rashtriya Sanskrit Sansthan (Deemed University) Shri Ranbir Campus, Jammu under Ministry of Human Resource Development, Govt. of India invites applications on prescribed format from Indian Nationals for recruitment to the post of Lower Division Clerk presently at Kot-Bhalwal, Jammu:-

S.No.	Name of the Post and Scale of Pay	No.of Posts	Category and Number of Post	Mode of Recruitment	Age Limit for Direct Recruitment
1	Lower Division Clerk PB-1 Rs.5200-20200 + 1900 GP	01	OBC – 01	Direct	30 years

**Important:**

1. Employment in the Sansthan involves liability to serve in any campus of the Sansthan situated in different parts of the Country.
2. The application should be complete in all respect and should be in the prescribed format downloadable from Campus website as annexed to this advertisement. Application made in the form obtained from any other sources shall be rejected.
3. **Date/Schedule of Skill Test/Written Test/Syllabus/Selection Criteria and scheme of examination (as applicable) will be displayed on Campus Website [www.rsksjmu.ac.in](http://www.rsksjmu.ac.in) time to time. Therefore, candidates should keep visiting this website for important announcement/information/corrigendum/notices and other details throughout the selection processes at various stages.**

The details of vacancy position, prescribed application form, eligibility conditions, procedure for applying and other terms and conditions are given here in this detailed notification of vacancy for recruitment. Last date of submitting application is **14.08.2017 by 5.00 P.M.** Applications received after the last date shall not be considered. Sansthan/Campus will not be responsible for delay caused by postal or any other reasons. No correspondence regarding consideration of late application will be entertained.

## **Eligibility Conditions**

### **Essential: -**

12<sup>th</sup> 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.

### **NOTE:**

Other things being equal, preference will be given to those who know the typing in Hindi, English as well as Sanskrit.

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

### **1. Application Form & Fee:**

- a) Prescribed application form should be downloaded from Campus website: [www.rsksjmu.ac.in](http://www.rsksjmu.ac.in) Candidates must deposit application fee of Rs. 500/- (Rupees Five Hundred only) for OBC candidates and Rs. 200/- (Rupees Two Hundred Only) for SC/ST candidates through Bank Draft in the name of 'Principal, Rashtriya Sanskrit Sansthan, Jammu' drawn on any nationalised Bank payable at Jammu or (ii) NEFT/RTGS – directly in Campus Account No. 30867406795 (State Bank of India) Kot Branch Jammu, IFSC Code- SBIN0017261, Branch Code – 17261 along with application complete in all respects. Transaction ID needs to be mentioned in Application form in cases, above (ii) option of NEFT/RTGS payment is exercised. Any other mode of payment shall not be accepted towards application fee. Application other than prescribed form available in the Campus website shall be summarily rejected.
- b) Women and PWD candidates are exempted from depositing application fee on production of respective category certificate.
- c) **Receipt of Application after the last date:** The last date of receipt of duly filled in application is **14.08.2017 by 5.00 P.M.** which may be extended by the competent authority depending upon the exigency of the situation. Incomplete applications and applications received after the due date shall be rejected. In case the closing date is a holiday, the next working day shall be treated as closing/last date.
- d) Application along with self attested copies of all relevant documents, two recent passport size photographs etc. should be sent to the **Principal I/c, Rashtriya Sanskrit Sansthan (Deemed University), Shri Ranbir Campus, Kot Bhalwal, Jammu – 181122 (J&K)** by Speed post/Registered post in a closed envelope super-scribing "Application for the post of L.D.C." The Sansthan/Campus shall not be responsible for any postal delay.

- e) The columns in the application form can be expanded if the space provided is insufficient to furnish any 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:**

- a) Applications being incomplete.
  - b) Application made in the form other than the form uploaded in Campus website [www.rksjmu.ac.in](http://www.rksjmu.ac.in)
  - c) Any variation in the Signatures. (All the signatures done on the Application Form and also on other Documents must be the same.)
  - d) Application without clear and legible photographs (Self attested).
  - e) Non-payment of Application Fees, if not otherwise exempted.
  - f) Fee not paid as per instructions.
  - g) Under aged/over aged candidates.
  - h) Non forwarding of Self Attested legible copies of all the relevant Certificates/Documents issued by the competent authority, along with the Application Form, in support of the information given in their Application Forms about their Educational Qualifications; Experiences; Percentage of Marks obtained; Proof of Age; Proof of Category.
  - i) Not having the requisite Educational Qualification/Experience/Category Status as on the closing date.
  - j) Incorrect information or misrepresentation or suppression of material facts.
  - k) Non-receipt/Late receipt of the prescribed Application Form along with self-attested copies of the relevant documents.
  - l) For carrying mobile phones/accessories in the Examination premises/Hall, wherever applicable.
  - m) If the candidate is found using unfair means or adopting any malpractice at any stage of selection process.
  - n) Non-production of Original Certificates at the time of Verification of Documents.
  - o) Any other irregularity.
3. Mere possession of eligibility conditions shall not entitle a candidate to be called for written test/skill test. 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 called for written test/skill test if he/she does not possess the minimum qualification/experience etc. as on the closing date of the application for the post.
4. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any relevant additional qualification and experience acquired after the closing date may be taken into account and may be given due weightage at the time of selection.
5. Candidate who is already in service should submit his/her application through proper channel. However, he/she may send an advance copy of his/her application and should produce a “No Objection Certificate” from the employer at the time of Written Test/skill test/documents verification. Further, those candidates should also submit a certificate from the employer or his authorized officer to the effect that no disciplinary

proceedings are pending nor contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of Written Test/Skill test/documents verification.

6. Relaxation in age, qualification and experience etc. will be applicable as per the UGC/Govt. of India guidelines and the recruitment rules/Bye-Laws Governing Recruitment and Conditions of Appointment, 2016 of the Sansthan. 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, such relaxation shall also be considered in appropriate cases subject to recommendations of the screening committee.
7. OBC candidates belonging to 'Creamy layer' are not entitled for OBC reservation and such candidates have to indicate their category as General. OBC (Non creamy layer) candidates are required to submit the requisite OBC certificate in the prescribed format as per the Standing Instructions of the
8. The candidate will have to present himself/herself for written test/skill test/document verification, if called for, at the place and time fixed by the Sansthan at his/her own expenses.
9. 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.
10. 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 domicile etc. the candidature shall be cancelled and services shall be terminated forthwith, if already appointed.
11. The persons appointed against any post shall be governed by the Memorandum of Association, Bye-Laws governing the service conditions/ method of recruitments as amended from time to time and resolutions of the Board of Management of the Sansthan and rules of the Govt. of India/ Guidelines of the UGC adopted by the Sansthan from time to time.
12. The employees of the Sansthan are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the Sansthan are located or may be located in future.
13. The relaxation in deserving cases shall be provided as per the Sansthan's Bye-Laws, Rules/Guidelines prescribed by Govt. of India/UGC from time to time.

14. Candidate should bring all original certificates relating to his / her age, qualification, experience and category etc. at the time of written test/skill test/document verification as required. 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.
15. The Sansthan 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 may be detected even after issue of appointment letter.
16. The Sansthan/Campus 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.rsksjmu.ac.in](http://www.rsksjmu.ac.in)
17. The select panel of candidates of this recruitment process will be valid for one year.
18. The Sansthan reserves the right to fill or not to fill up the posts advertised for any reasons whatsoever.
19. The Sansthan reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
20. The Sansthan reserves the right to increase or decrease the vacancies according to the circumstances.
21. The Sansthan reserves the right to reject any application without assigning any reason thereof.
22. Canvassing in any form will be a disqualification.
23. Interim enquiries shall not be entertained.
24. **Statutory Warning:** Selection in the Sansthan 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.

**Sd-  
Principal I/c**