



Maharshi Valmiki Sanskrit University, (Mundri) Kaithal

(Established under Haryana Act No. 20 of 2018)

Advertisement No. 02/ 2020

Applications are invited from eligible candidates in the prescribed format for filling up of various Non-teaching Posts by direct recruitment on regular basis. The application form along with details of prescribed Qualifications, Functional Pay Level, General Instructions/Conditions, application fee etc. can be downloaded from the University website i.e. **www.mvsu.ac.in**.

For more information visit The University website.

REGISTRAR



Maharshi Valmiki Sanskrit University, (Mundri) Kaithal

(Established by the Haryana Govt. Act of 20/2018)
(Camp Office: Dr. B.R. Ambedkar Govt. College, Kaithal)

Advertisement No. 02/2020

Date: 20/02/2020

Recruitment of Non-Teaching Posts

Applications are invited for the following Non-Teaching Posts by direct recruitment on Regular basis

Sr. No	Name of Post	Number of Posts / Category	Pay Scale
1	Controller of Examination	01 (Gen-01)	Academic level-14
2	Assistant Registrar	02 (Gen-02)	FPL-10
3	Director Youth Welfare	01 (Gen-01)	FPL-9
4	Private Secretary	01 (Gen-01)	FPL-6
5	Assistant	08 (Gen-04, SC-01, BC-A-01, ESM Gen -01, EWS-01)	FPL-6
6	Account Assistant	01 (Gen-01)	FPL-6
7	Personal Assistant	03 (Gen-03)	FPL-6
8	Technician Assistant Grade-II	01 (Gen-01)	FPL-6
9	Lab Technician	01 (Gen-01)	FPL-6
10	Hostel Warden (Boys Hostel)	01 (Gen-01)	FPL-6
11	Driver	02 (Gen-02)	FPL-4
12	Clerk-cum-DEO	15 (Gen-06, SC-03, EWS-02, BC-A-02, BC-B-01), ESM Gen-01)	FPL-2
13	Accounts Clerk	01 (Gen-01)	FPL-2
14	Steno-Typist (Hindi)	01 (Gen-01)	FPL-2
15	Steno-Typist (English)	01 (Gen-01)	FPL-2
16	Lab Assistant	01 (Gen-01)	FPL-2
17	Lab Attendant	02 (Gen-02)	FPL-2
18	Daftri	02 (Gen-02)	FPL-2
19	Store Keeper	01 (Gen-01)	FPL-2
20	Work Supervisor	01 (Gen-01)	FPL-1
21	Hostel Attendant (Male)	01 (Gen-01)	DL
22	Hostel Attendant (Female)	01 (Gen-01)	DL
23	Library Attendant	01 (Gen-01)	DL
24	Mali-cum-Chowkidar	01 (Gen-01)	DL

Application forms filled in all respect will be accepted up to 19.03.2020 (Upto 5:00 PM) Only.

Details of Application Fee

Sr. No.	Category of post	General		SC/BC/EWS Candidate of Haryana State only	
		Male (irrespective of State/Female (Non-Haryana resident)	Female of Haryana resident only	Male	Female
1.	Grade 'A' and 'B' posts (Sr. No. 1 to 3)	1200/-	600/-	300/-	150/-
2.	Grade 'C' and 'D' posts (Sr. No. 4 to 24)	600/-	300/-	150/-	75/-
3.	Persons with Disabilities (PwD)/Ex-Servicemen of Haryana	No charges			

Note :

1. Application fee in the shape of a bank draft drawn in favour of " **Finance Officer, MVSU**" and payable at **Kaithal** should be attached with each application form.
2. No amount shall be accepted through cheque, cash, money order, postal order or any other mode.
3. The Male and Female of ESP and ESM category of Haryana State only are required to pay the fee as for General, SC, BC-A, BC-B & EWS Candidates as the case may be.
4. Fee once deposited against an application form is neither transferable nor refundable /adjustable.
5. Candidates applying for multiple posts will be required to pay separate fee against each post.

Prescribed Qualifications for Non-Teaching Posts

Advertisement No. 02/2020

1. Controller of Examinations

Essential Qualifications

- (i) A Master Degree with at least 55% marks or its equivalent grade of B in the UGC 7 Point Scale
- (ii) At least 15 Years of Experience as Assistant Professor (Senior Scale / 8 Years of Experience of Associate Professor along with experience with in educational administration)

or

Comparable Experience in Research establishment and / or other Institutions of Higher Education

or

15 Years administrative experience of which 8 years as Deputy Registrar or on an equivalent post.

Preference will be given to those having experience of various functions of conduct of examinations, including evaluation, compilation of result, and declaration thereof, at a large organizational level

Note: Knowledge of Sanskrit is necessary.

2. Assistant Registrar

Essential Qualifications

Acharya / Master's Degree with at least 55% marks or its equivalent grade of B in the UGC seven point scale.

Desirable:

- i) Knowledge of Sanskrit / Hindi.
- ii) Experience in Administration for one year in any institution.

3. Director Youth Welfare

Essential Qualifications

- 1. A Master's Degree/Acharya with at least 55% of the Marks from a recognized University.
- 2. 5 year experience of organization youth leadership training camp. Youth festival and other related activities.

Desirable: Player in dramatics.

4. Private Secretary

- 1. Shastri or Graduate with 50% marks from a recognized University.
- 2. P.A having one year experience or a total experience of 8 year as Senior Scale Stenographer in Central/State Govt. /University/ Autonomous Body.
- 3. Skill test on Computer.
- 4. Knowledge of Sanskrit/Hindi.
- 5. Dictation 10 minutes @ 100 w.p.m. Transcription: 40 minutes (English) or 55 minutes (Hindi).

5. **Assistant**

Essential Qualifications

1. Shastri /Graduate with 50% marks or Acharya / Post Graduate from a recognized University.
2. Five years' experience as Clerk in Administration/Finance in any Govt./Semi. Govt. Institution.
3. Typing speed of minimum 30 words in English or 25 Words per Minutes in Hindi /Sanskrit.
4. Proficiency in computer operation, noting and drafting

Desirable: Knowledge of Sanskrit/Hindi

6. **Accounts Assistant**

Essential Qualifications

1. B.Com with 50% marks or M.Com. / MBA (Fin.) from a recognized University.
2. Five years' experience in Administration / Finance in any Govt. / Semi. Govt. Institution.
3. Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi.
4. Proficiency in computer operation.

Desirable: Knowledge of Sanskrit/Hindi

7. **Personal Assistant**

Essential Qualifications

- (i) Shastri / Graduate with 50% marks or Acharya / Post Graduate from a recognized University.
- (ii) 3 year experience as Sr. Scale Stenographer or above in any Central / State Govt. / University / Autonomous Body.
- (iii) Knowledge of Sanskrit / Hindi.

8. **Technical Assistant Grade-II**

Essential Qualifications

Shastri / Graduate with 50% marks or Acharya / Post Graduate from a recognized University.

Desirable:

- a) Experience: 3 Years Working Knowledge in Vedh Shala / Manuscriptology / Panchang.
- b) Proficiency in Computer Applications.
- c) Knowledge of Sanskrit / Hindi.

9. **Lab Technician**

Essential Qualifications

Shastri / Graduate with 50% marks or Acharya / Post Graduate from a recognized University.

Desirable:

- a) Experience of 3 years as Yaggya Karma/Vedh Shala / Running Sanskrit Speaking Course.
- b) Diploma in Karmkand/Pourahitya/Jyotish/Vastu.
- c) Knowledge of Sanskrit / Hindi.
- d) Knowledge of Computer.

10. Hostel Warden (Boys Hostel)

Essential Qualifications

1. Shastri / Graduate with 50% marks or Acharya / Post-Graduate from a recognized University.
 2. Knowledge of Sanskrit or Hindi.
 3. Knowledge of Computer.
- Experience:** 2 years' Experience as Hostel Warden in an Institution.

11. Driver

Essential Qualifications

1. Uttar Madhayma/Prak Shastri/Vishard/12th Class or equivalent qualification from a recognized Board or University.
2. Holding Driving License of Heavy vehicles with experience of 5 years in this line.

Desirable: Knowledge of Hindi / Sanskrit

12. Clerk-cum-DEO

Essential Qualifications

1. Uttar Madhayma/Prak Shastri/Vishard/12th Class or equivalent qualification with at least 55 % marks or Shastri / Graduate from a recognized Board or University .
2. Typing speed of minimum 30 w.p.m. in English or 25 w.p.m. in Hindi / Sanskrit.
3. Proficiency in computer operation, noting and drafting.

Desirable: Knowledge of Sanskrit / Hindi

13. Account Clerk

Essential Qualifications

1. B.Com. with 50% marks from a recognized University.
2. English typing @ 30 w.p.m. or Hindi typing @ 25 w.p.m.
3. Knowledge in Computer.
4. Knowledge of Sanskrit / Hindi.

14. Steno-Typist (Hindi)

Essential Qualifications

1. Shastri / Graduate with a recognized University
2. Typing speed of minimum 30 w.p.m. in English or 25 w.p.m. in Hindi / Sanskrit.
3. Hindi shorthand at the speed of 64 w.p.m. and transcription thereof at the speed of 15 w.p.m.
4. Proficiency in computer operation, noting and drafting.

Desirable: Knowledge of Sanskrit / Hindi.

15. Steno-Typist (English)

Essential Qualifications

1. Shastri / Graduate with a recognized University.
2. Typing speed of minimum 30 w.p.m. in English or 25 w.p.m. in Hindi / Sanskrit.
3. English shorthand at the speed of 80 w.p.m. and transcription thereof at the speed of 15 w.p.m.
4. Proficiency in computer operation, noting and drafting.

Desirable: Knowledge of Sanskrit / Hindi.

16. Lab Assistant

Essential Qualifications

1. Utter-Madhya or 12th with 50% marks / Shastri or Graduate in any stream with subject Jyotish / Veda / Karmkand / Vastu / Paurohitya from a recognized Board or University.
2. Knowledge of Computer.
3. Knowledge of Sanskrit or Hindi.

Desirable: Experience: 2 years' Experience in a Sanskrit Lab.

17. Lab Attendant

Essential Qualifications

1. Uttar Madhya / Prak Shastri / Vishard / 12th Class or equivalent qualification from a recognized Board.
2. Knowledge of duplicating / Xerox copying machine.

Desirable:

- a) Knowledge of computer typing
- b) Diploma in Paurohitya / Vastu / Karmkand / Jyotish.
- c) Experience of having worked as Yagya Karma / 16 Sanskaar.
- d) Knowledge of Sanskrit / Hindi.

18. Daftri

Essential Qualifications

1. Uttar Madhya / Prak Shastri / Vishard / 12th Class or equivalent qualification from a recognized Board or University.
2. Knowledge of duplicating / Xerox copying machine.

Desirable: a) Knowledge of computer typing.
b) Knowledge of Sanskrit / Hindi.

19. Store Keeper

Essential Qualifications

Shastri or Graduate in any stream with 50% marks from a recognized University.

Experience :

- a) Working knowledge of one year in the Store.
- b) Knowledge of Computer.
- c) Knowledge of Sanskrit or Hindi.

20. Work Supervisor

Essential Qualifications

1. Purv-Madhayma or Matric with 50% marks from a recognized Board or University.
2. Diploma in Civil Engineering.
3. Knowledge of Sanskrit or Hindi.

21. Hostel Attendant (Male)

Essential Qualifications

1. Purv-Madhayma or Matric with 50% marks from a recognized Board or University.
2. Knowledge of Sanskrit / Hindi.
3. 2 years' Experience as Hostel Attendant

22. Hostel Attendant (Female)

Essential Qualifications

1. Purv-Madhayma or Matric with 50% marks from a recognized Board or University.
2. Knowledge of Sanskrit / Hindi.
3. 2 years' Experience as Hostel Attendant (Only female candidates are eligible)

23. Library Attendant

Essential Qualifications

1. Uttar Madhayma / Prak Shastri / Vishard / 12th Class or equivalent qualification from a recognized Board or University.
2. Diploma in Library Science.
3. Knowledge of duplicating / Xerox copying machine

Desirable:

- a) Knowledge of computer typing.
- b) Experience of having worked in a Library.
- c) Knowledge of Sanskrit / Hindi.

24. Mali-cum-Chowkidar

Essential Qualifications

1. Purv-Madhayma or Matric from a recognized Board or University.
2. Knowledge of Sanskrit / Hindi.

General Instructions :

Note : Please read the instructions and procedures carefully before you start filling the Application Form.

1. Candidates who had earlier applied against any of the post advertised vide Advt. No. 01/2019 should apply afresh giving reference of their previous applications. However, they need not send any application fee along with their applications.
2. Candidates can apply for more than one post as per their qualifications. Candidates applying for more than one post should apply separately for each post. Application Fee is also to be paid separately for each post.
3. The candidate should fill all details while filling the Application Form.
4. **Candidates are advised to fill their application form carefully such as Name, Father's / Mother's name, Date of Birth, Category, qualifications, marks obtained, year of passing, photo & signature, fee, etc. After submission of application form, no change will be allowed. Candidate will be responsible for any mistake in the date of application form and application fee paid by him / her. No correspondence will be entertained in this regard.**
5. Besides pay as mentioned in the Advertisement, ADA, HRA, Medical Allowance etc. are admissible as per University rules adopted from time to time on State Govt. pattern.
6. No TA/DA shall be paid by the University for any test/interview.
7. The quality of photocopy of the requisite documents must be clear and visible failing which the application shall liable to be rejected.
8. All information regarding examination shall be available on the website of the University. Admit card/call letter for any test will be sent to the candidate by post. University will not be responsible for any loss or delay regarding delivery of admit card/call letter on the part of postal authority.
9. The decision of the University in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, criteria for selection etc. will be final and binding on the candidates. No inquiry or correspondence will be entertained in this regard.
10. The number of posts indicated in the Advertisement may vary. The University reserves the right to decrease/increase the number of vacancies according to requirement.
11. If on verification at any stage starting from submitting application till appointment, it is found that any candidate does not fulfill any of the eligibility conditions or it is found that the information furnished is false or incorrect, his/her candidature will be cancelled and he/she will also be liable to be criminally prosecuted. This is irrespective of whether the candidate was benefitted in his/her application from that particular eligibility condition or not.
12. The University reserves the right to call upon any candidate personally along with original certificates, photocopy of self-attested certificates, Passport size Photograph, Identity Proof i.e. Identity Card/ Driving License/Passport/Voter Card/ PAN Card/ Aadhar Card etc.
13. Wherever CGPA/OGPA or grading system in a degree/diploma is awarded; equivalent percentage of marks should be indicated in the application form as per norms adopted by the University/ Institute. The candidate will have to produce a copy of these norms with respect to his/ her University/Institute at the time of verification of documents.
14. **RESOLUTION OF THE CASES :** In case of a tie in a particular post, the tie will be resolved as under :

The candidates with same marks may be decided on the basis of marks obtained in the qualifying examinations. If in the qualifying examinations the marks are the same, the merit will be on the basis of next lower examination. If still the marks are the same in the lower examination, then the senior in age will be senior in merit.

15. No correspondence will be entertained about the status of the application, at any stage.
16. In case of any clarification on recruitment process, please email at admin@mvsu.ac.in. No other form of communication shall be entertained. However, pendency of any such query will not effect in extension of scheduled dates of the recruitment process.
17. Qualifications/eligibility conditions and other documents will be determined with regard to last date fixed to apply for the post as given in the Advertisement. The candidate who does not fulfill the qualifications/eligibility conditions on cutoff date need not to apply.
18. In case of amendments in category of post, requisite qualification, experience or requirements of publication etc., necessary addendum/corrigendum shall be displayed on University website only. Therefore, applicants are advised to visit university website www.mvsu.ac.in regularly.
19. Candidates who are already in service must apply through proper channel. They should send an advance copy on prescribed application form direct to the university along with prescribed application fee to avoid delay.
20. The Application form and supporting documents should be with page Number and must reach the University by **19/03/2020 upto 5:00 P.M.** in the office of **REGISTRAR, Maharishi Valmiki Sanskrit University, Kaithal (Camp Office- Dr. Bhim Rao Ambedkar College, Ambala Road, Jagdishpura, Kaithal) (HARYANA)-136027.**
21. The condition of experience may be relaxed on the recommendation of the Establishment Committee and approval of the Executive Council in case of deserving and suitable candidates having relevant experience.
22. The name of the post applied must be clearly mentioned on the envelope.
23. Applications not accompanied with necessary/required documents, self-attested copies of degree/certificates/mark sheets/experience certificates/category certificates/reprints (if applicable) issued by the competent authority. Incomplete applications shall also be summarily rejected.
24. The annual increment and other allowances of each appointed employee, officer or teacher, will be decided on the basis of the work, responsibilities given by the university and their own performance.
25. The process of selection may include written test/Skill test/Presentation/Interview or a combination thereof.

Age:

Minimum age limit for all posts is 18 years. Upper age limit is 50 years for filling by direct recruitment, relaxable up to five years in respect of Scheduled Castes/Backward Classes/Widow/Woman divorcee/legally separated woman/un-married woman/deserted woman candidates. Upper age limit for persons with disabilities is relaxable by ten years (15 years for persons with disabilities of SCs/BCs). Ex-servicemen candidates can be recruited up to the age of 50 years plus continuous military service added by three years.

In the case of Scheduled Caste (SC), Backward Class (A) & Backward (B) the upper age limit is relaxable as per Haryana Govt. instructions. Maximum age for Deputation posts will be 55 years.

Reservation of Posts:

Reservation will be as per Haryana Govt. instructions. Reservation for Persons with Disabilities (PwD) will also be as per Haryana Govt. instructions.

Reservation for persons will be as per Haryana Government instructions contained in letter No. 22/10/2013-1GS III dated 15/07/2014 as amended from time to time.

The dependent sons/daughters of ESM who fulfill all conditions of qualifications, age etc. prescribed for posts will be considered on merit for the posts reserved for ESM if suitable ESM candidates are not available. The children and the grand-children of Freedom Fighters (DFF) would be considered to the extent mentioned in Haryana Govt. letter No.22/20/83-3GSIII dated 26/7/1984 as

amended from time to time, if the quota reserved for Ex-servicemen, remains unfilled due to non-availability of suitable Ex-servicemen or their dependents.

ESM/DESM candidates of Haryana claiming benefit will have to produce the valid Eligibility Certificate from the concerned Zila Sainik Board at the time of interview. Mere dependent certificate will not be entertained. ESM candidates should also produce attested photo copy of identity card issued by concerned Zila Sainik Board at the time of interview.

NONE OF THE PERSON BELOW SHALL FALL WITHIN DEFINITION OF WORD DEPENDENT OF EX-SERVICEMEN IN TERMS OF HARYANA GOVT. LETTER NO. 12 / 37 / 79 - GS III DATED 21-11-1980:

1. A person may be working on an ad hoc basis against the post advertised or somewhere else.
2. A person may be unemployed at the time of making the application but he may have other source of income viz. from agriculture, trade, property, Bank balance etc.
3. A person who is a member of the joint Hindu family and remains dependent upon the Karta till there is partition in the family or he ceases to be a member of the joint Hindu family and is obliged to pass on all his income to the Karta and he draws money for his subsistence from the pool of the joint Hindu family with the consent of the Karta.
4. A candidate who is a member of the joint Hindu family is employed on ad hoc basis but he is otherwise dependent on his father.

Note 1: The benefit of reservation will be given only to those SC/BC-A/BC-B/Persons with Disabilities and ESM and Eligible Sports Person candidates who are domicile of Haryana State. The SC/BC-A/BC-B/Persons with Disabilities candidates are required to attach SC/BC-A/BC-B/Persons with Disabilities Certificate duly issued by the competent authority at the time of filling application. Likewise the Eligible Sports Person shall be required to attach the sport gradation certificate as per Government instructions duly issued by the competent authority at the time of submission of application. DESM shall be required to attach the valid Eligibility Certificate duly issued by the respective Zila Sainik Board at the time of submission of application form.

Note 2: As per State Govt. instructions, 4% horizontal reservation to persons with disabilities (belonging to Haryana State with 40% or more disability) in case of direct recruitment to each Group in total cadre posts. Candidates are required to attach the certificate issued by the competent authority at the time of submission of application form.

A candidate whether he belongs to General or reserved category viz, SC,BC-A, BC-B, ESM/DESM, DFF or ESP can submit only one application form for a particular category of post advertised.

Action against candidates found guilty of misconduct:

Candidates are warned that they should not furnish any particulars that are false, tampered / fabricated or should not suppress any material information while submitting the application form.

At the time of written examination/scrutiny, if a candidate is (or has been) found guilty of:

- (i) Using unfair means during the examination or
- (ii) Impersonating or procuring impersonation by any person or
- (iii) Misbehaving in the examination hall or taking away the answer sheet from the examination hall or
- (iv) Resorting to any irregular or improper means in connection with his/her candidature for selection or
- (v) Obtaining support for his /her candidature by any unfair means or
- (vi) Not complying with instructions issued from time to time, such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, he may be:
 - (a) Disqualified from the examination/scrutiny for which he/she is a candidate.

- (b) Debarred either permanently or for a specified period, from any examination or recruitment conducted by the University.
- (c) For termination of service, if he/she already in Govt. Service.

Note: The University reserves the rights to supervise the complete recruitment process from the submission of application to selection by way of using Biometric process and CCTV Cameras/ Videography etc.

Fake Institutions:

Candidates, who have obtained degrees or diplomas or certificates for various courses from any Board/institution declared fake by the University Grants Commission or not recognized by Haryana Government, shall not be eligible for being considered for recruitment to the posts advertised and no representation in this regard shall be entertained.

DOCUMENTS TO BE BROUGHT AT THE TIME OF SCRUTINY/SELECTION :

- i) All original certificates/documents/testimonials of educational qualifications and other documents mentioned above and one set of self-attested copies of all these certificates.
- ii) Latest passport size photo, Identity Proof i.e. Identity Card/Driving License/Passport/ Voter Card/PAN Card / Aadhar Card etc.
- iii) Candidates who are in employment in Govt./Semi Govt./Public organization will have to submit “**No Objection Certificate**” from their employer at the time of interview.

Abbreviations Used: **Gen** - General, **PWD**- Person with disabilities, **EWS**- Economically Weaker Section, **SC**- Scheduled Caste, **BC**- Backward Classes, **ESM**- Ex-Serviceman, **ST**- Scheduled Tribes

LIKELY CAUSES OF REJECTION OF APPLICATION:

The following are likely causes of rejection:

- More than one application form for a particular category.
- Application is Incomplete.
- Full fee, if not deposited in the manner prescribed.
- No qualification of Hindi / Sanskrit as prescribed in advertisement.
- Applicant does not possess the requisite academic qualifications on closing date.
- Application does not indicate visible identification mark in appropriate column of application form.
- Candidate is underage / overage on the cutoff date / closing date.
- Variation in data of application form and in original documents when brought for verification / scrutiny / interview.
- Lack of essential qualifications as prescribed in advertisement.

NOTE: USE OF MOBILE PHONE AND OTHER ELECTRONICS DEVICE DURING EXAMINATION / SCRUTINY OF DOCUMENTS / INTERVIEW ARE STRICTLY PROHIBITED.

REGISTRAR



Maharshi Valmiki Sanskrit University, (Mundri) Kaithal

(ESTABLISHED BY HARYANA ACT NO. 20/2018)

APPLICATION FORM (FOR GRADE 'A' 'B' 'C' & 'D' Non-Teaching Posts)

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.*

Advertisement No. _____

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. : _____
7. (a) E-mail ID : _____
(b) Details of application fee : DD No. _____ Date _____
(In the shape of Bank Demand Draft only) Amount _____ Name of Issuing Bank _____
8. (a) Father's Name : _____
(b) Mother's Name : _____
9. (a) Nationality of Candidate : _____
(b) Name of Country, if Foreign National : _____
(c) Religion : _____
10. (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 EWS Category : _____
- (i) Are you fall under Freedom Fighter category : _____
- (j) Are you fall under Eligible Sports Person Category : _____
- (k) Are you 'Person with Disability (PwD) : _____
(If so, attach certificate in support thereof)
11. (a) Name, Designation and Address of the present employer, if any : _____

- (b) Have you obtained the permission of your Present employer for submitting this application/ attending an interview, if any, and for accepting this appointment, if selected? : _____
- (c) If selected, please state when you can join : _____
12. 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 : _____
13. Names and addresses of two references not in relation to you, to whom you are known personally : (i) _____

(ii) _____

14. (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

15. 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.

16. 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

17. 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)

18. Have you applied for any other post in this University? If so, name all the posts including this one:

- (i) _____ (ii) _____
- (iii) _____ (iv) _____

19. From which newspaper or other source you have come to know of this vacancy : _____

20. Applicants for ministerial post may mention Computer typing speed. : _____

21. Any other details not mentioned above, which you think, will strengthen your claim for this appointment, (Attach separate sheet, if necessary) :

22. 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)

CERTIFICATE FROM THE EMPLOYER, IF ANY

The application of Miss/Mrs./Shri./Dr....., who is at present working asin the(Dept./Organization) is recommended and forwarded for consideration for the post ofto 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.

Place.....

Date.....

Signature of the Head of the office/organization

(Seal of Office)