



# महर्षिवाल्मीकिसंस्कृतविश्वविद्यालयः

Maharshi Valmiki Sanskrit University

(हरियाणासर्वकाराधिनियम २०/२०१८ द्वारा संस्थापितः)

Established by Government of Haryana Act 20/2018

मौनधारा (मून्डरी), कपिष्ठलम् (कैथलनगरम्) १३६०२७, हरियाणा  
MAUNDHARA (Mundri), KAPISHTLAM (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](http://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	<b>Deputation</b> : Officers holding analogous post on regular basis in Govt. Universities/Colleges. <b>Desirable</b> : Knowledge of Sanskrit/Hindi.
2	Deputy Registrar	01	FPL-12	<b>Deputation:-</b> 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. <b>Desirable:</b> 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	<b>Deputation:-</b> 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)

परिसर: - डॉ. बी.आर. अम्बेडकर राजकीय महाविद्यालय, जगदीशपुरा, कैथल - १३६०२७, हरियाणा


सम्पर्क सूत्र:- 9350045366 ईमेल (E-mail) : [admin@mvsu.ac.in](mailto: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><b>Desirable:</b> Bachelor's Degree in Law from a recognized University. Knowledge of Sanskrit/Hindi at least upto the level of matric.</p>
4	Superintendent <sup>#</sup>	--	FPL-07	<p><b>Deputation:-</b> 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><b>Deputation:-</b> 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><b>Deputation:-</b> 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><b>Desirable:</b> 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><b>Deputation:-</b> 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. <b>Desirable:</b> Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.
8	Assistant	02	FPL-06	<b>Deputation:-</b> 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. <b>Desirable:</b> Proficiency in Computer application, noting and drafting etc. Knowledge of Sanskrit/Hindi atleast upto the level of matric.
9	Clerk	02	FPL-02	<b>Deputation:-</b> Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. <b>Desirable:</b> Knowledge of Sanskrit/Hindi at least up to the level of matric.

- # The post of Superintendent is in anticipation which is likely to arise in future.
  - ❖ 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 DAYANAND UNIVERSITY, ROHTAK

(A State University established under Haryana Act No. XXV of 1975)

NAAC ACCREDITED 'A+' GRADE

Email: dr.estb.nt@mdurohtak.ac.in

ESTABLISHMENT NON-TEACHING BRANCH

**Establishment Branch(Non -Teaching)**

Endst. No. EN-4/200(Vol.-V)/2024/ 47-48

Dated: 02/01/24

Copy of letter No. M.V.S.U./ADMIN/2023/5339 dated 21.12.2023 received from the Deputy Registrar, Maharshi Valmiki Sanskrit University, Mundri, Kaithal is forwarded to the following for information and necessary action:-

1. Librarian, Vivekananda Library, Maharshi Dayanand University, Rohtak with the request to display on the notice board.
2. Director, University Computer Centre, Maharshi Dayanand University, Rohtak with the request to display on the University website.

D.A. as above

Superintendent (Estt. NT)  
For Registrar

To circulate among Teaching & NT Faculty.  
Mundri 02/01/24