



# महर्षिवाल्मीकिसंस्कृतविश्वविद्यालयः

Maharshi Valmiki Sanskrit University

(हरियाणासर्वकाराधिनियम २०/२०१८ द्वारा संस्थापितः)

Established by Government of Haryana Act 20/2018

मौनधारा (मून्डडी), कपिष्ठलम् (कैथलनगरम्) १३६०२७, हरियाणा

MAUNDHARA (Mundri), KAPISHTHLAM (Kaithal) – 136027 (HARYANA)



क्रमाङ्कः/S.No. :- MVSU/ADMIN/2024/1371-87

दिनाङ्कः/Dated:-06.06.2024

To

The Registrar,

All State Universities of Haryana.

**Sub:- Regarding appointment of 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 Registrar, Maharishi Valmiki Sanskrit University, Kaithal on or before 21.06.2024. 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.	Controller of Examination	01	Academic Level-14	<b>Deputation:</b> - Holding analogous post on regular basis in the State Govt./ State Universities of Haryana. Or i. Master Degree with at least 55% (50% for SC/ST) marks or an equivalent grade in point scale wherever the grading system is followed by an Indian University or, an equivalent degree from an accredited foreign university. ii. At least 15 Year of Experience as Assistant Professor (8 Years of Experience as Associate Professor) along with the experience of working in the administration of higher educational institution atleast for the period of 3 years Or Comparable Experience in Research establishment and / or other Institutions of Higher Education

**Office : Dr. B.R. Ambedkar Govt. College, Jagdishpura, Kaithal-136027 (Haryana)**

परिसरः - डॉ. बी.आर. अम्बेडकर राजकीय महाविद्यालय, जगदीशपुरा, कैथल – १३६०२७, हरियाणा

सम्पर्क सूत्रः- 9350045366 ईमेल (E-mail) : [admin@mvsu.ac.in](mailto:admin@mvsu.ac.in)

				<p>Or</p> <p>15 Years administrative experience out of which 8 years as Deputy Registrar or on an equivalent post.</p> <p>iii. Preference will be given to such candidates who are having experience of performing various functions regarding conduct of examinations, including evaluation, compilation of result, and declaration thereof, in the Higher Educational Institutions (HEIs) of higher learning.</p> <p><b>Note:-</b> Sanskrit/Hindi as a subject atleast upto the level of matriculation or equivalent examination and having knowledge of IT relating to conduct of examination.</p>
2.	Assistant Librarian	01	Academic Level-10	<p><b>Deputation :</b> Officers holding analogous post on regular basis in Govt Universities/Colleges.</p> <p>Or</p> <p>i) A Master's Degree in Library Science/ Information Science or Documentation Science or an equivalent professional degree, with at least 55% (50% for SC/ST) marks (or an equivalent grade in a point-scale, wherever the grading system is followed)</p> <p>ii) A consistently good academic record, with knowledge and experience of computerization of a library</p> <p>iii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC. CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil/Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be:</p> <p>iv) Sanskrit/Hindi as a subject atleast upto the level of matric.</p> <p>Provided that the candidates registered for the Ph.D. degree prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations</p>

				<p>of the Institution awarding the degree, and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions.-</p> <p>a) The Ph.D. degree of the candidate has been awarded in the regular mode</p> <p>b) The Ph.D. thesis has been evaluated by at least two external examiners:</p> <p>c) Open Ph.D. viva voce of the candidate has been conducted,</p> <p>d) The candidate has published two research papers from his/her Ph.D. work out of which at least one is in a refereed journal:</p> <p>e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.</p> <p><b>Note:</b></p> <p>(i) The fulfillment of these conditions is to be certified by the Registrar or the Dean Academic Affairs of the University concerned.</p> <p>(ii) NET/SLET/SET shall also not be required for candidates in such Master's Programmes for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p>As per UGC rules.</p>
3	Deputy Registrar	00	FPL-12	<p><b>Deputation:-</b> Officers holding analogous post on regular basis</p> <p style="text-align: center;">Or</p> <p>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.</p> <p>5 Year Administrative experience as Assistant Registrar or in an equivalent post, in Central/State Govt./University/Autonomous Body and other Higher</p>

				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.
4	Assistant Registrar	01	FPL-10	<b>Deputation:-</b> Officers holding analogous post on regular basis  Or 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. 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. <b>Desirable:</b> Bachelor's Degree in Law from a recognized University. Knowledge of Sanskrit/Hindi at least upto the level of matric.
5.	Computer Programmer	01	FPL-9	<b>Deputation: -</b> Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.  Or i. MCA/B-Tech in Computer Science with 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 Experience as Junior Programmer in any Govt./Semi Govt. Institution /Central /State Govt./University/Autonomous Body. iii. Sanskrit/Hindi as a subject atleast upto the level of matric.
6.	Superintendent	02	FPL-07	<b>Deputation:-</b> Holding analogous post on regular basis in the State Govt./State Universities of Haryana.  Or 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 5 years experience as Assistant or equivalent working in Govt./Semi Govt./Institutor/central/State Govt./University/ Autonomous Body and other Higher Educational Institution.
7.	Private Secretary	01	FPL-06	<b>Deputation:-</b> Holding analogous post on regular basis in the State Govt./ State Universities of Haryana.  Or

				<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>
8.	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>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>3 Year experience as Sr. 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>
9.	Junior Programmer	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. MCA/B-Tech in Computer Science with 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. Sanskrit/Hindi as a subject atleast upto the level of matric</p>

10.	Account Assistant	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. B.Com with 55% marks (50% for SC/ST) or M.Com./MBA (with specialization in Finance) with 55% marks (50% for SC/ST) or an equivalent grade in a point-scale, wherever the grading system is followed from a recognized University.</p> <p>Five year experience as Clerk or above in accounting in any Govt./Semi. Govt. Institution/Central/State Govt./University /Autonomous Body.</p> <p>ii. Typing speed of atleast minimum 30 WPM in English or 25 WPM in Hindi/Sanskrit.</p> <p>iii. Sanskrit/Hindi as a subject atleast upto the level of matric</p>
11.	Assistant	05	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>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>Five Year experience as Clerk or above in any Central/State Govt./University/Autonomous Body and other Higher Educational Institution.</p> <p><b>Desirable:</b></p> <p>Proficiency in Computer application, noting and drafting etc.</p> <p>Knowledge of Sanskrit/Hindi atleast upto the level of matric.</p>
12.	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>

- ❖ At present there are no vacancy for the post of Deputy Registrar. A panel will be drawn for future requirement
- ❖ University reserves the right to increase/decrease or withdrawn or cancel any post.
- ❖ Maximum age for deputation is 56 years.

Therefore, you are requested to forward the application form of interested employees alongwith their duly attested ACRs of preceding three years.

-sd-  
Deputy 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/ 5405 - 06

Dated: 20/6/2024

Copy of letter No. M.V.S.U./ADMIN/2024/1371-87 dated 06.06.2024 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

*G. S. S.*  
20/6/24

*R. S. S.*  
20/6/24  
Superintendent (Estt. NT)

*CO*