

Shri Ranglaxmi Adarsh Sanskrit Mahavidyalaya, Vrindavan

Mathura, U.P. – 281121

[Recognized as Adarsh Sanskrit Mahavidyalaya under the scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalay/Shodha Sansthans being implemented by the Rashtriya Sanskrit Sansthan (Deemed University) under ministry of Human Resource Development, Government of India]

Applications are invited for the following positions :-

1. Assistant - One Post

Pay Scale : 9300-34800+AGP 4200

Age Limit : Maximum Age Limit in case of direct Recruitment – 35 Years

Qualification for the post of Assistant :-

Essential :

i) Graduate from a recognised University.

ii) Five years experience as UDC or equivalent in the grade of Rs. 5200-20200 +GP Rs. 2400/- of any Central/State Govt./University/Private Institutions/Public Sector Undertakings and other Central or State Autonomous Bodies or holding equivalent position in the reputed private institution/ Corporate /Bank with annual turnover of Rs. 500 crores.

iii) Typing speed of 30 w.p.m. in English or 25 w.p.m. in Hindi or Bilingual on Computer.

iv) Proficiency in Computer operation, noting and drafting.

Desirable:

i. Knowledge of Sanskrit.

Note:

Application containing details of academic qualifications and experience supported by attested photocopies of original documents along with a fee of Rs.200/- in the form of a crossed demand draft

drawn in favor of the **Principal, Shri Ranglaxmi Adarsh Sanskrit Mahavidyalaya, Vrindavan** should reach the undersigned within 30 days of advertisement appeared in the newspaper. SC/ST, persons with disability and women candidates are exempted from prescribed fees as per rule of Govt. of India.

General Conditions :-

1. The latest passport size photographs of the candidate should be affixed on the application form.
2. The Adarsh Sanskrit Mahavidyalaya reserves the right to fill up or not to fill up the post without assigning any reason.
3. Candidates already in service must submit their applications through proper channel. They may however send an advance copy, but if called for interview they must produce "No Objection Certificate" from their employer.
4. Candidates will have to present themselves for the interview at their own expense.
5. Candidates should bring all certificates in original at time of interview.
6. The appointment will be of Shri Ranglaxmi Adarsh Sanskrit Mahavidyalaya, Vrindavan, Mathura-281121 (UP) and not of Govt. of India or of Rashtriya Sanskrit Sansthan. They will be governed by the provisions of the scheme as applicable from time to time.

Principal

Shri Ranglaxmi Adarsh
Sanskrit Mahavidyalaya
Vrindavan, Mathura
U.P. - 281121