

Rajkumari Ganesh Sharma Sanskrit Vidyapeetha, Kolhanta Patori Darbhanga (Bihar) - 846003

Mobile No.: 9430501540

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(Recognised as Adarsh Sanskrit Mahavidyalaya under the Scheme for financial assistance to institutions recognised as Adarsh Sanskrit Mahavidyalayas/Adarsh Shodha Sansthan being implemented by the Central Sanskrit University, New Delhi under Ministry of Education, Government of India).

Notification of vacancy for Recruitment of Non-Teaching Post

1. Office Assistant - 01 (Unreserved)

Pay Scale : PB-2, Rs. 9300-34800 + AGP 4200

Qualification for the post of Office 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 institutions/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: Knowledge of Sanskrit.

Note: The total emoluments (including all allowances)/CTC of the employees working in the private/public sector organizations shall be taken into account while deciding the equivalency of their pay/status with the afore-mentioned status/pay scales of a government servant.

Age: Not more than 35 years.

(Age limit shall not apply to the regular employees of the ASMs/ASSs/Central Sanskrit University/Central Government/State Government/Central Universities/ Universities/ Deemed to be Universities/Other Central Autonomous Bodies/ Organisations/ Institutions/Public Sector Undertakings/Reputed Corporates/Banks).

General Conditions :

- 1. The latest passport size photograph (2) of the candidates should be affixed to 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 a "No Objection Certificate" from their employer.
- 4. Candidates will have to present themselves for the Interview/Written Exam at their own expenses.
- 5. Candidates should bring all certificates in original at the time of Interview/ Document Verification.
- 6. The appointee will be the employee of **Rajkumari Ganesh Sharma Sanskrit Vidyapeeth, Kolhanta Patori, Darbhanga (Bihar)** and not of Govt. of India or Central Sanskrit University, New Delhi. They will be governed by the provisions of the scheme as applicable from time to time.

7. Application containing details of academic qualifications and experience supported by self attested photocopies of original documents along with a fee of Rs. 1000/- (Rs. 500/- in case of SC/ST/EWS/PWD candidates) for the post of Office Assistant in the form of a crossed Demand Draft drawn in favor of the Principal, Rajkumari Ganesh Sharma Sanskrit Vidyapeeth, Kolhanta Patori, Darbhanga (Bihar)-846003, should reach to **"Principal, Rajkumari Ganesh Sharma Sanskrit Vidyapeeth, Kolhanta Patori, Post - Patori Basant, Darbhanga (Bihar)-846003"** by Registered Post/Speed Post (ordinary post or by hand will not be accepted). **The last**

date of the receipt of application will be within 30 days from the publication of this advertisement. Application received after due date shall not be considered. The college will not be responsible for delay caused by postal or any other reasons. No correspondence regarding consideration of late application will be entertained.

8. Canvassing in any form will be a disqualification.

Principal
Rajkumari Ganesh Sharma Sanskrit Vidyapeeth
Kolhanta Patori, Darbhanga (Bihar)-846003

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