



CENTRAL SANSKRIT UNIVERSITY

Established by an Act of Parliament

56-57, Institutional Area, Janakpuri, New Delhi-110058 Website:

www.sanskrit.nic.in



Advertisement No. 02/2026

Date: 16.03.2026

DETAILED NOTIFICATION OF VACANCY FOR RECRUITMENT

The Central Sanskrit University, Delhi established by an Act of Parliament invites applications through **Online mode only** from Indian Nationals for recruitment to the following **Non-Teaching Posts** for its Headquarter Office at New Delhi and the Campuses/Centre located at different places in the country. The applicants are required to apply Online through the **SAMARTH** Link given in the University's Website www.sanskrit.nic.in under "Recruitment/ Notification" heads.

Sl. No.	Name of the Post	Pay Level (As per 7 th CPC)	Details of vacancies & reservation								Mode of Recruitment	Post specified for concerned Campus/ Centre or Nationalized recruitment	Age Limit (as on 16.04.2026)
			UR	SC	ST	OBC	EWS	Total	PwBD	ESM			
1.	Registrar	Level-14 (144200-218200)	01	-	-	-	-	01	-	-	Direct/Deputation (for a tenure of 5 years)	---	Preferably below 57 years
2.	Assistant Registrar	Level-10 (56100-177500)	02	-	-	-	-	02	-	-	Direct	---	40 Years
3.	System Analyst	Level-10 (56100-177500)	03	-	-	-	-	03	-	-	Direct	Eklavya-01 Vedvyas-01 Sh.Raghunath Kirti-01	40 Years
4.	Section Officer	Level-07 (44900-142400)	08	01	-	02	--	11	-	-	Direct-7 Deputation-4	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01 IKSEDS Centre-01	35 years
5.	Nursing Officer	Level-07 (44900-142400)	03	-	-	-	-	03	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	35 years
6.	Assistant	Level-06 (35400-112400)	05	01	-	03	01	10	01 (c)	-	Direct (01 post on lien)	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	35 years
7.	Guest House Manager	Level-06 (35400-112400)	03	-	-	-	-	03	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	35 years
8.	Junior Engineer	Level-06 (35400-112400)	03	-	-	-	-	03	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	35 years
9.	Personal Assistant	Level-06 (35400-112400)	03	-	-	-	-	03	-	-	Direct failing which by deputation-02 & Only deputation-01	---	35 years
10.	Professional Assistant	Level-06 (35400-112400)	01	-	-	02 (01 Backlog)	01	04	01 (b)	-	Direct failing which by deputation	---	35 years
11.	Technical Assistant (Shikshashastra/ Education Lab.)	Level-05 (29200-92300)	02	01	--	-	-	03	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
12.	Technical Assistant (Computer Lab.)	Level-05 (29200-92300)	02	01	-	01	-	04	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
13.	Stenographer	Level-04 (25500-81100)	06	-	01 (Backlog)	-	01	08	01 (d&e)	01	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
14.	Upper Division Clerk	Level-04 (25500-81100)	09	01	02 (Backlog)	03	01	16	01 (c)	01	Direct (01 post on lien)	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
15.	Library Assistant	Level-04 (25500-81100)	01	-	-	-	-	01	-	-	Direct	---	32 Years
16.	Lower Division Clerk	Level-02 (19900-63200)	16	06	01	08	04	35	01(a) & 01(d&e)	04	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
17.	Driver	Level-02 (19900-63200)	-	-	-	01	-	01	-	-	Direct	---	32 Years
18.	Multi-Tasking Staff	Level-01 (18000-56900)	09	03	03	04	03	22	01 (b)	03	Direct	---	32 Years

19.	Library Attendant	Level-01 (18000-56900)	04	02	-	01	01	08	-	01	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
20.	Medical Attendant/ Dresser	Level-01 (18000-56900)	03	-	-	-	-	03	-	-	Direct	Eklavya-01 Vedvyas -01 Sh.Raghunath Kirti-01	32 Years
Total Vacancies=			84	16	07	25	12	144	07	10	-		

Note:-

- (i) **UR**—Unreserved, **SC**—Schedule Caste, **ST**—Schedule Tribe, **OBC**—Other Backward Class (Non-creamy layer), **EWS** – Economically Weaker Section, **ESM**—Ex-Serviceman.
- (ii) **PwBD**:- Certain positions are earmarked (reserved) exclusively for Persons with Benchmark Disability (**PwBD**) candidates. These are **cross-categorical**, meaning the candidate can apply regardless of his/her social category—whether **UR, SC, ST, OBC, or EWS**—as long as he/she meets the disability criteria. Categories under PwBD reservation are as follows: -
- **Category (a)**: Blindness and Low Vision.
 - **Category (b)**: Deaf and Hard of Hearing.
 - **Category (c)**: Locomotor Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims, and Muscular Dystrophy.
 - **Category (d)**: Autism, Intellectual Disability, Specific Learning Disability, and Mental Illness.
 - **Category (e)**: Multiple Disabilities from amongst persons under clauses (a) to (d) including Deaf-Blindness.
- (iii) **EWS**:- If a suitable person belonging to EWS does not become available, then clause 6.3 of DoPT Office Memorandum No. 36039/1/2019-Estt. (Res) dated 31.01.2019 will be applicable.

IMPORTANT NOTES:

1. **Schedule of submission of online application, followed by submission of Hard copy, is as under: -**
 - **Starting date of Online Registration/Submission of application: 16.03.2026 (Monday).**
 - **Last date of Online Registration/Submission of application: 16.04.2026(Thursday)** by 11.30 p.m. (IST) [after which the application link will be disabled]
 - **Last date of receipt of hard copies** – After submission of the online application, the candidate shall forward a duly signed hard copy of the application, along with self-attested copies of all supporting documents to the following address through registered post within the **15 days from the last date** of the online application: -
 - (i) **For the posts of Registrar: - “The Vice Chancellor, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi-110058”**
 - (ii) **For all other posts except Registrar post: - “The Registrar, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi-110058”**
2. Applicants are required to complete both the online application process and the submission of a physical hard copy within the prescribed timeline. Failure to comply with either requirement may lead to rejection of the application without further notice. Candidates must **upload clear, high-quality scanned copies** of all requisite documents while submitting the online application, and subsequently submit self-attested copies of the same documents in hard copy form.

METHOD OF SELECTIONS BY DIRECT RECRUITMENT OR DEPUTATION OR BOTH:

3. Most of the posts listed above are to be filled through Direct Recruitment. Candidates applying for such posts are required to submit their applications online in the prescribed format for Direct Recruitment, alongwith the requisite application fee. Certain posts are notified to be filled either through Deputation or Direct Recruitment, failing which by Deputation. For posts earmarked exclusively for Deputation, applicants must apply strictly in accordance with the criteria specified under the “Deputation” section. Candidates applying for posts advertised as “Direct Recruitment, failing which by Deputation” must submit the application form, clearly indicating in the respective column in the application whether he/she is applying on Direct/Deputation/Both (Direct failing which by Deputation/Direct & Deputation) alongwith the applicable fee. It may be noted that the candidates applying for direct recruitment as well as deputation, both have to pay the application fee. However, a candidate paid fee towards direct recruitment need not pay again for deputation. In addition, candidates who wish to be considered for appointment on deputation basis may check their eligibility as per RRs before applying.

4. Those candidates applied for direct recruitment posts, who are in employment with state/Central Govt./PSU/Autonomous Bodies, must submit a **“NO OBJECTION CERTIFICATE”** from the employer at the time of verification of documents/at the time of interview, wherever applicable. Failure to submit the NOC will lead to cancellation of candidature.

QUALIFICATIONS & ELIGIBILITY:

5. **Qualifications and other eligibility criteria for all the above posts are at Annexure-I. However for detailed information, candidates are advised to go through Regulations on Recruitment Rules of CSU (CRR-2025 of CSU).**
6. Qualifications and other eligibility criteria are the same as per Regulations on Recruitment Rules of CSU (CRR-2025 of CSU), Ordinances of CSU, Relevant UGC Regulations, Guidelines and as notified by the CSU with the approval of Executive Council. Further, any amendments so made in case of necessity shall be strictly in accordance with the guidelines prescribed by the UGC, Govt. of India norms, Regulations on Recruitment Rules of CSU (CRRs 2025), Ordinance of CSU from time to time. These posts will be filled up through Direct Recruitment/Deputation (as specified in the table above).
7. **Further updates:**
The date of conduct of examinations and interviews etc. will be intimated in due course only through the website at www.sanskrit.nic.in. Further, candidates are advised to visit the website of the University on regular basis to get updates. No further personal communications are made.
8. The crucial date for determining the eligibility shall be last date of submission of online application.

GENERAL INFORMATION:

9. **Posting Preferences:** The online application portal allows candidates to select their preferred posting locations wherever there are multiple vacancies & option(s) as mentioned in the above table. **Candidates should also be able to select their preferred place of posting from the following options: -**

Sl. No.	Campus/Centre option	Full address
1.	EKALAVYA CAMPUS	Central Sanskrit University, Ekalavya Campus, Vill- Sipai Para, P.O- Lembucherra, West Tripura-799210
2.	VEDVYAS CAMPUS	Central Sanskrit University, VEDVYAS CAMPUS, Balahar, Kangra, Himachal Pradesh – 177108
3.	SHRI RAGHUNATH KIRTI CAMPUS	Central Sanskrit University, Shri Raghunath Kirti Campus, Devprayag, Pauri Garhwal, Uttarakhand 249301
4.	IKS-EDS CENTRE	Central Sanskrit University, IKS-EDS Centre at Deccan College Postgraduate and Research Institute, Yerwada, Pune – 411006
5.	ALL INDIA CADRE	Central Sanskrit University Headquarters/12 Campuses/Centres in across the country

10. University posts belong to the **All-India Cadre of its Headquarters/Campuses/Centre and are spread across the country**. Appointments to the above Campus/Centre/HQ office are made based on merit, option provided by the candidate and as per institutional needs. Under the fifth option i.e. “All India Cadre”, postings are made as per institutional requirements, merit and option of the candidate and as per allocation of posts among the Campuses/Centre/Headquarters. However, positions designated for a specific Campus/Centre or in general in the table above, shall be filled accordingly. Once appointed, **transfer requests through any mode will not be considered/entertained for a minimum of 10 years lock-in period. In case of appointment, the candidate shall serve at the place of posting for the prescribed minimum period, and any approaches seeking transfer on personal grounds will be considered as misconduct and will invite disciplinary action as per the relevant and applicable rules.**

11. For separate posts (Eg. if applying for LDC and also UDC and so on), separate application must be submitted through online mode along with separate and requisite fee for each post.
12. The candidates are advised to go through the Cadre Recruitment Rules (CRRs-2025) and its amendments and notifications, before applying for any of the above advertised posts. Cadre Recruitment Rules (CRRs-2025) is available on the CSU website link at –

https://www.sanskrit.nic.in/ordinances_regulations.php

APPLICATION FEES:

13. The candidate can get the online application form for a post and Payment link after Registering himself/herself at the link given below. After registering he may select the post to apply for and thereafter he/she will get the online application form with payment link. If the candidate desires to apply for another post, he/she may not need registering again and can proceed with the same registration number.

Link: <https://sanskritnt.samarth.edu.in/>

14. Each applicant will have to pay prescribed application fee through online mode only (provided in the online application) as follows:-

Pay Level	Name of the post	Category	Prescribed application fees
Level-10 to Level-14	Registrar, Assistant Registrar & System Analyst.	General/OBC/EWS	Rs.3000.00
		SC/ST/ PwBD	Rs.1500.00
Level-6 to Level-9	Section Officer, Nursing Officer, Assistant, Guest House Manager, Junior Engineer, Personal Assistant & Professional Assistant.	General/OBC/EWS	Rs.2000.00
		SC/ST/ PwBD	Rs.1000.00
Level-1 to Level-5	Technical Assistant (Shikshashastra Education Lab.), Technical Assistant (Computer Lab.), Stenographer, Upper Division Clerk (UDC), Library Assistant, Lower Division Clerk (LDC), Driver, Multi-Tasking Staff (MTS), Library Attendant & Medical Attendant/ Dresser.	General/OBC/EWS/ Ex-Serviceman	Rs.1000.00
		SC/ST/ PwBD	Rs. 500.00

15. Any other mode of payment, except online in the link given in the application, shall not be accepted towards application fee. The application fee shall be paid strictly as per the applicant's category and amount prescribed, failing which, the application will be deemed as invalid. Fee once paid will not be refunded under any circumstances. This fee is against application for one post only (example LDC or UDC etc.) If the candidate is applying for a different post (i.e, already applied for LDC, now wants to apply for UDC), prescribed payment for the second post also required to be paid separately. Similarly, the excess payment made, if any, shall not be refunded. In cases where the fee paid is less than the prescribed amount, the deficit must be remitted immediately; failing which, the application will be deemed as invalid. It is the absolute responsibility of the applicant to pay the prescribed fee and mention in the application that he/she has paid full prescribed fee. Incomplete application/applications submitted without requisite fee shall be rejected.
16. It is the sole responsibility of the applicant to apply correctly against a post as notified in this advertisement and its reserved category. Any application submitted with incorrect or mismatched information shall become infructuous and not actionable without any further correspondence.

RESERVATION AND RELAXATION RELATED GUIDELINES IN RECRUITMENT

AGE & OTHER RELAXATIONS:

17. Relaxation in age, experience, qualifying marks, etc., may be granted to the candidates belonging to the Schedule Caste/Schedule Tribes/OBC/PwBD or any other reserved category for reserved posts as per the UGC/Govt. of India guidelines. A certificate to this effect issued from the competent authority should be attached with the prescribed application form. Wherever a relaxation of qualification, including percentage of marks, is permitted under the UGC/Govt. of India guidelines, such relaxation shall also be considered in appropriate cases subject to recommendations of the Screening Committee.
18. The relaxation in age shall also be given in respect of the following categories as mentioned against each:

S.No	Category of Persons	Extent of age relaxation
1.	Regular Employees of the Central Govt./ State Govt./Central Universities/ UGC maintained deemed to be Universities/other Central/State autonomous bodies/ organisations/institutions.	As per Government of India rules.
2.	Ex-Servicemen	

The upper age limit for appointment of Group 'C' posts is relaxable for Group 'C' and erstwhile Group 'D' departmental candidates up to 40 years in case of General candidates and 45 years in case of candidates belonging the SC/ST who has rendered three years continuous regular service in university in accordance with the instructions or orders issued by the Govt. of India.

SUBMISSION OF VALID CERTIFICATES FOR RESERVED CATEGORIES - TREATMENT OF RESERVED CATEGORY CANDIDATES SELECTED ON MERIT - APPLICATION OF RELAXED STANDARDS AND ELIGIBILITY CRITERIA - PROVISIONAL APPOINTMENT SUBJECT TO VERIFICATION - GENERAL NOTE ON RESERVATION AND CONCESSIONS:

19. The candidate belonging to the reserved categories shall enclose self-attested copies of the Caste/Class certificate and/or Medical Certificate (pertaining to the determination of degrees of disability in case of PwBD candidates) from the Competent Authority in the format prescribed by the Government of India (subject to verification at a later date), failing which the application shall be rejected.
20. A candidate belonging to SC/ST/OBC/EWS who has been selected on the same standard as applied to the General candidates and who appears in the general merit list is to be treated as own merit candidate. Such candidate will be adjusted against unreserved point of the reservation roster.
21. When a relaxed standard is applied in selecting an SC/ST/OBC/EWS/PwBD/Ex-SM candidate, for example in the age limit, experience, qualification etc., the SC/ST/OBC/EWS/PwBD/Ex-SM candidates are to be considered against reserved vacancies only. However, age relaxation given to PwBD candidates will not be considered as relaxed standard for the above purpose. Same is the case with Ex-servicemen as per applicable rules.
22. Appointment of SC/ST/OBC/PwBD/EWS/Ex-SM candidates (as the case may be), will be provisional, subject to verification of related Certificates/documents.
23. **PwBD** - In case the applicant wants to claim benefits under the PwBD category, the applicant's relevant disability should not be less than 40%. Proof to this effect in the form of a valid Disability Certificate must be uploaded with the application.
24. Applicants seeking reservation benefits available for OBC/PwBD category and fees concession for SC/ST/PwBD, must submit the necessary documents justifying the claim of respective reservation as per Government of India rules/norms. The Caste Certificate uploaded should be in the format prescribed by the Union Government and should be digitally verifiable.

CASTE/CATEGORY CERTIFICATE:

25. Candidates applying under any of the reserved category viz. SC/ST/OBC(NCL) will be considered subject to submission of valid Caste certificate on a prescribed format issued by the Competent Authority.
26. **OBC Certificates:** The vacancies are being advertised in financial year 2025-26, therefore, valid NCL-OBC certificate issued on or after 01.04.2025 will be considered valid. Candidates who have NCL-OBC certificate issued before 01.04.2025 will not be considered valid for this advertisement. Candidates applying under OBC category must produce the valid caste certificate in the form as provided by the DoP&T vide O.M. No. 36036/2/2013-Estt. (Res.) dated 30.05.2014 and further clarification issued by DoP&T OM No. 36036/2/2013-Estt.(Res-I) dated 31.03.2016. Certificate must be valid for employment in Central Government Institutions. OBC candidate's eligibility will be based on Castes borne in the Central List of Govt. of India. Their Sub-caste should also match with the entries in Central List of OBC, failing which their candidature as OBC candidate will not be considered. They will however be treated as UR candidate. The OBC certificate should clearly show that the applicant does not belong to the Creamy Layer. The certificate submitted should be digitally verifiable. Applicants should ascertain that they belong to the reserved categories (caste) enlisted in the Central list for the Other Backward Classes. Self-declaration in the prescribed format as available with this detailed Notification on CSU's website. They shall ensure that their Community falls under the Central List of OBCs as approved by the Government of India. Self-attested copy of OBC certificate and self-declaration as to OBC (Non-Creamy layer) should be annexed to hard copy of online application along-with other necessary enclosures.

CERTIFICATE OF EWS CANDIDATES

27. The vacancies advertised under EWS Category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide OM. No. 36039/1/2019-Estt (Res), dated 31.01.2019. Application under EWS category will be considered subject to submission of Income and Assets certificate on a prescribed format, valid for the current financial year, issued by the competent authority and subject to verification of genuineness of the certificate by the issuing authority:-
- (i) **District Magistrate/Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.**
 - (ii) **Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.**
 - (iii) **Revenue Officer not below the rank of Tehsildar.**
 - (iv) **Sub-Divisional Officer or the area where the candidate and/or his/her family normally resides.**
28. As per DoP&T OM No. 36039/1/2019-Estt (Res), dated 31.01.2019. Therefore, a valid EWS certificate (current Financial Year) will be the one which has been issued by the competent authority, as prescribed by the GOI/DOPT, on or before the last date of submission of online application. Candidates who fail to produce valid EWS certificate will not be considered for reservation under this category. They will however be treated as UR candidate. The EWS candidate must ensure that they have a valid EWS certificate on or before the last date of submission of application.

ASSISTANCE TO THE PwBD CANDIDATES

29. The facility of Scribe/Reader should be allowed to any person with benchmark disability as defined under 2(r) of the RPwD Act, 2016 and has limitation in writing including that of speed if so desired by him/her. In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person. In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be

allowed on production of a certificate to the effect that the person concerned as physical limitation to write, and scribe is essential to write examination on his/her behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I (F. No. 34-02/2015-DD-III, Government of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), dated: 29th August, 2018. Further any facility should be allowed to any person with benchmark disability as defined under “Guidelines for conducting written examination for persons with benchmark disabilities 2018” issued by Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan). For providing any facility to any person with benchmark disability as per the Govt. of India guidelines/rules, the Person with Disabilities (Divyangjan) may request/apply alongwith application form for obtaining the facilities as per Govt. of India guidelines. However, they are required to inform the competent authority about availing such facility in advance (at least 10 days before the examinations).

30. Further, assistance will also be provided to the PwBD candidates as per prescribed rules of Govt. of India/UGC, who has less than 40% benchmark disability with writing disability. Detailed guidelines issued by CSU in this regard may be referred for availing the scribe facility. These guidelines may be seen at the website of CSU (https://www.sanskrit.nic.in/uploads/2026_03_18_General_Notification_Rec_Exam.pdf). However, they are required to inform the competent authority about availing such facility in advance (at least 10 days before the examinations).

GENERAL CONDITIONS:

31. The fields provided in the online application form may be expanded to furnish necessary additional information.
32. **The applicant will be solely responsible for the authenticity of the information submitted by him/her.**
33. The last dates as prescribed above may be extended by the Competent Authority of CSU, at its discretion, depending upon the exigencies of the situation. The Competent Authority can also issue amendments to the notification as per rules, if the circumstances so warrant. Further notification/updates in this regard will be placed on the website of the CSU, Delhi only. The candidates are strictly advised to visit the CSU's website www.sanskrit.nic.in for all further updates/amendments regularly.
34. **Advice to avoid delay:** Candidates are advised to apply well before the prescribed last date of submission of application to avoid facing any hindrance in submission of online applications before the last date, due to probable heavy load on network/server. CSU will not entertain any complaint in this regard.
35. **Accuracy of contact details:** Candidates must exercise extreme care when entering their contact information, especially their email ID, registered mobile number, and alternate mobile number. Errors in these fields may prevent essential communications, and CSU will not be responsible for any resulting failure to communicate. Candidates must ensure that the e-mail address and Mobile Number provided in the Online Application Form are their own or accessible to them at all times.
36. **The date for determining the eligibility of all candidates in every respect shall be considered upto the closing date of the online application as prescribed in the advertisement.** In other words, no candidate shall be allowed to attend examinations/interview if he/she does not possess the minimum qualification and experience etc. as on the closing date of the online application for a particular post.

EXAMINATION CENTRES:

37. The candidate can choose any of the notified Examination Centres, for all his/her examinations, out of **Delhi, Mumbai, Kolkata & Bengaluru**, irrespective of any post(s) in any campus he/she applied for. Depending upon the availability of sufficient candidates, venue at the opted Centre will be allowed. However, in circumstances otherwise and administrative expedencies, the Centres may be changed to any nearby Centres and in such situation, the candidate will be informed by online notification along with issue of hall ticket accordingly. No separate individual communication will be issued.
38. Candidates who have applied for more than one post (such as LDC, UDC, Assistant, Section Officer, etc.) are advised to choose only one examination city to avoid any inconvenience in attending exams scheduled at different times. Efforts will be made to conduct examinations for different posts in separate time slots to accommodate such candidates. Applicants are advised to refer to the examination schedule and time slots provided in the next paragraph to ensure there are no overlaps.

SCHEDULE OF EXAMINATIONS - CONFLICT WARNING:

39. Examinations for multiple posts may be held on the same day. However, they are organized into distinct **Schedules**. While examinations across different Schedules are conducted in separate time slots, all exams within a single Schedule occur simultaneously. Therefore, a candidate may apply for and attend examinations for posts belonging to **different Schedules**, but they cannot do so for multiple posts within the **same Schedule**. Explicitly candidates must ensure they do not apply for different posts falling under the same Schedule, as they will only be able to appear for one examination in that specific time slot. The schedules are given below: -

Schedule - 1	Schedule - 2	Schedule - 3	Schedule - 4
1. System Analyst 2. Junior Engineer 3. Assistant 4. Technical Assistant (Shikshashastra/Education Lab.) 5. Driver	1. Section Officer 2. Technical Assistant (Computer Lab.) 3. Personal Assistant 4. Professional Assistant 5. Multi-Tasking Staff	1. Assistant Registrar 2. Upper Division Clerk 3. Library Assistant 4. Stenographer 5. Medical Attendant/Dresser 6. Library Attendant	1. Nursing Officer 2. Guest House Manager 3. Lower Division Clerk

Note: - In order to facilitate the candidates, the above schedules will be followed as far as possible. However, in case if the situation so warrants and above exams are to be conducted in more than 04 schedules, the candidates will be notified in the website of CSU.

DEPUTATION:

40. The University may fill up some posts on deputation (as notified for deputation in the table of **“details of vacancies & reservation”** above) at by drawing officers from Govt. of India/Autonomous Bodies/PSUs as per UGC/GoI Rules. The officer to be considered for deputation against any post below Pay Level-14 must be less than 56 years of age and Pay Level-14 and above must be less than 58 years of age. In case the appointment is made on deputation by following the due process of selection prescribed for the post under the Cadre Recruitment Rules, the incumbent may be allowed to continue for the period as prescribed by the Govt. of India from time to time or till he/she attains the age of superannuation prescribed for that particular cadre, whichever is earlier. An appointment on deputation may be made initially for a period of three years (except statutory posts, which will be governed by the respective statute) which may be extended further at the discretion of the Competent Authority subject to satisfactory performance. The University, however, shall have the right to repatriate all incumbents, including the incumbents holding the statutory posts, at any time even before the prescribed period in case his/her performance, integrity or conduct are found to be unsatisfactory at any stage, in the opinion of the competent authority.

41. Ordinarily, no person working on deputation shall be absorbed in any post of the University after expiry of his/her period of deputation. In case, it is decided in the interest of the University to absorb any such person, provided Rules allow such absorption, then the University may take up the matter with his/her parent organisation for concurrence after obtaining the option of the employee concerned. After obtaining the consent of the parent department, the case shall be placed before the Competent Authority for a final decision. In case he/she is absorbed in the University, he/she shall be assigned the bottom seniority of that particular cadre as per the Govt. of India rules.
42. Candidates who are currently in service and meet the eligibility criteria for deputation posts must submit their online application and subsequently forward a hard copy through the proper channel, along with a Vigilance Clearance Certificate issued by the Competent Authority. An advance copy of the application may also be submitted. However, if the application is not forwarded through the proper channel, or if the **No Objection Certificate, Vigilance Clearance Certificate, and APARs for the last five years** are not received by the time of the written test or interview (as applicable), the candidature will not be considered. To be provisionally admitted, at least one of the following must be received by CSU before the written test or interview: (i) the application through proper channel, or (ii) the No Objection Certificate alongwith the Vigilance Clearance Certificate. If only one of these is available, the remaining documents including APARs for last five years must be submitted within the stipulated time.
43. Candidate who is already in service shall submit the Vigilance Clearance Certificate from the employer or his/her authorized officer, to the effect that no disciplinary/criminal proceedings are pending or contemplated against him/her. It shall be directly sent by the parent department or be handed over to the employee concerned in sealed cover at the time of written/skill test/interview as applicable or alongwith the application.
44. Selection/appointment secured by willful suppression of factual information or any documents relating to the eligibility or otherwise as a candidate, followed by supply of fake documents or misleading statement or information in the application or tampering with the documents or providing such information relating to the achievements, caste, educational qualifications, experience or domicile, etc. are ab initio void. The Chief Vigilance Officer of the University shall have the powers to investigate/inquire into the matter and submit his/her report to the Vice-Chancellor for further action at any stage of recruitment process or employment. If any of these acts is found to be true, the candidate shall be disqualified for appointment to the post or if already appointed, his/her services shall be liable to be terminated at any stage, with immediate effect after adhering to the procedures.

LIEN :

45. Lien as defined in FR-9 (13), provides a right to a government employee to hold a regular post, whether permanent or temporary, either immediately or on the termination of the period of absence.
46. However, if the appointment is made against a lien vacancy through direct recruitment, the individual appointed to that vacancy shall be liable to removal. It may be noted that, in such circumstances, the junior-most person is likely to be affected.

SELECTION CRITERIA/EXAMINATION/SYLLABUS FOR & MODE OF EXAMINATION:

47. **The detailed procedure of Scrutiny of the Applications, selection Criteria, Document Verification and Interview (where interviews are prescribed) will be announced from time to time on the CSU's website at www.sanskrit.nic.in. Candidates are also advised to go through for Syllabus for OMR based examination, Descriptive examination, Skill Test, Interview, as applicable the Scheme of examination & Syllabus available at CSU's website link https://www.sanskrit.nic.in/scheme_of_exam.php**

OTHER ELIGIBILITY CONDITIONS:

48. **Right of amendment and communication:** The CSU reserves the right to alter/insert any corrections/additions in the advertisement in the event of any necessity etc., for which the candidates are advised to be in the lookout for announcements/notifications/updates in the website of CSU. Information relating to selection process of above posts will be notified through website of CSU only. Candidates are advised to regularly visit the said website. No other mode of communication will be adopted by the CSU.
49. Mere possession of eligibility conditions shall not entitle a candidate to be called for Written/Skill Tests. The date for determining the eligibility of all candidates in every respect shall be the closing date as prescribed in the advertisement for receipt of the applications. In other words, no candidate shall be eligible for written test/skill test if he/she does not possess the minimum qualification and experience etc. as on the closing date of the application for a particular post.
50. For serving employees of CSU and its allied institutions, relaxations, if any, will be allowed as admissible as per CRR-2025 of CSU.

DISQUALIFICATION

51. The following categories of persons shall not be eligible to apply for any position in the University:
- (i) Who has been convicted by any Court of Law or any criminal proceedings are pending against him/her;
 - (ii) Who is a person of unsound mind and questionable conduct or not medically fit to perform his/her duties.
 - (iii) Who has entered into or contracted a marriage with a person having a living spouse;
Provided that the Competent Authority of the University may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for doing so, exempt any person from the operation of these rules;
 - (iv) Who is not a citizen of India; and
 - (v) Any other category of person disqualified for appointment by the Govt. of India/State Govt./UGC from time to time.

52. OTHER GENERAL TERMS & CONDITIONS:

- (a) Candidates will have to present themselves for the interview/written exam/skill test at their own expenses.*
- (b) Candidates should bring all certificates in original at the time of verification of documents/interview/any other date whichever is communicated by the university.*
- (c) Candidature of applicants are liable to be cancelled/rejected summarily at any stage of the recruitment process in the event of all or any of the following: -*
 - i. *Applications being incomplete.*
 - ii. *Application made in the form other than the form available in the CSU's website.*
 - iii. *Any variation in the Signatures and Photographs. (All the photographs & signatures, pasted/uploaded/done on the Application Form and also on other Documents must be the same.)*
 - iv. ***Fee not paid as per instructions.***
 - v. *Non-forwarding of Self Attested legible copies of all the relevant Certificates/Documents and clear self-attested photographs in support of the information given in their Application about their Educational Qualifications, Experiences, Percentage of Marks obtained, Proof of Category etc.*
 - vi. ***Not having the requisite Educational Qualification/Experience/Category Status as on the closing date of the online application.***
 - vii. *Incorrect information or misrepresentation or suppression of material facts.*
 - viii. *Non-receipt / Late receipt of the prescribed Application Form (Hard Copy) along with self-attested copies of the relevant documents.*
 - ix. *If the candidate is found using unfairmeans or adopting any malpractice at any stage of selection process.*
 - x. *Non-production of Original Certificates at the time of Verification of Documents.*
 - xi. *Any other irregularity.*

53. Acceptance of documents/certificates/claims etc. submitted by an applicant will be subject to their verification by the Competent Authorities/Sources. If, any claim/certificate/document is found to be false/fake/incorrect/mala-fide at any stage of verification before or after appointment, the document in question shall be summarily rejected and action may be initiated against the candidate for this misconduct including rejection of his/her candidature, debarment for further examinations, cancellation of his/her appointment, if already appointed. It may also lead to initiation of criminal action.
54. The candidate will have to present himself/herself for Written test/Skill test if called for, at the place and time fixed by the University at his/her own expenses.
55. Admit card/Interview call letter as applicable may be issued provisionally, on the basis of information furnished by the candidate in his/her application. Such provisional admission is subject to verification of the documents. The University may not verify/scrutinize this information in advance and therefore, mere appearance at the examination will not, in any way, entitle him/her to claim for the post.
56. It may be noted that candidates found Eligible/Provisionally Eligible will have to undergo Written Test (as applicable) in the first instance. Final list of candidates found eligible for Skill Test/Interview (as applicable) will be displayed separately in due course. Schedule of Skill Test/Interview (as applicable) will be displayed in University's website in due course.
57. The candidature will be treated as invalid ab-initio, in case he/she does not fulfill the eligibility criteria. Candidate should satisfy himself/herself regarding the possession of the required qualifications, age, caste etc., as stipulated for the post; he/she has applied for as on last date of receipt of applications.
58. If any candidate appearing for any examination finds that his/her name, reservation category, post name, post code, photo or signature is missing or is incorrect in his/her Admit Card, he/she should get it rectified by visiting the office of the University. The University will not make any kind of corrections in admit cards received by post. No modification, whatsoever, in the admit card at the examination Centre will be allowed.
59. The employees of the University are liable to serve anywhere in the country or outside the country where the Campuses, offices or projects of the University are located or may be located in future.
60. The grade/credit points will be counted as per guidelines of the UGC/CSU/Gol.
61. Candidate should bring all original certificates relating to his / her age, qualification, experience and caste etc. at the time of Document Verification. In case the candidate fails to submit the original documents for verification of the certified / xerox copies of the enclosures to his/her application, he or she shall not be allowed to appear at the written test/skill test/document verification/interview and his/her candidature shall be treated as cancelled without any further communication in this regard.
62. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the University may require.
63. The Candidates should keep a copy of Application printout alongwith fee submission receipt for producing at the time of Document Verification and also for their future reference.
64. The CSU has framed/adopted Selection Criteria and Scheme of Examination for particularized posts for recruitments. The CSU reserves the right to modify the Criteria/Scheme concerning the recruitment and/or to add/withdraw the post(s) in from the purview of Scheme of Examination as per requirement.
65. The University reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake/error in the process of selection as may be detected even after issue of appointment letter.
66. If the relevant certificates for respective reserved categories are not submitted with the application, the application may be rejected and no appeal against its rejection will be entertained.

67. The terms and conditions of appointment shall be communicated to the candidate in the form of "Offer of Appointment" to the selected candidates. If the candidate does not accept the terms and conditions mentioned in the offer of appointment within the stipulated time, the offer shall be treated as withdrawn.
68. The select panel of candidates for this recruitment process will be valid for the prescribed period as per CRRs-2025 of CSU.
69. The Central Sanskrit University reserves the right to reject any application without assigning any reason thereof. The CSU reserves the right to increase or decrease the vacancies according to the circumstances, which will be notified.
70. Interim enquiries shall not be entertained.
71. **Statutory Warning:** Selection shall be conducted on a **free, fair, and strictly merit-based principle**. Any attempt detected to influence, compromise, or subvert the selection process, at any stage, shall result in the immediate termination of candidature/ termination of service and the institution shall initiate legal action against the concerned individual.
72. Canvassing in any form will be a disqualification.
73. In case of any dispute in this regard, any suit or legal proceeding against the University, the territorial jurisdiction shall be **Hon'ble Courts in Delhi**.
74. Details regarding the **Scheme of Examination, Selection Process, Cadre Recruitment Rules, and Syllabus etc.** is available on the University website. Candidates are advised to visit the "Recruitment" page for collecting these details. The recruitment/selection are governed as per CSU's Cadre Recruitment Rules for Non-Teaching Posts - Regulations, 2025, which may be seen on the website of CSU.
75. Candidates should keep visiting the website of CSU regularly for all important updates/ announcements/information/corrigendum/notices and other details related to selection processes at various stages for filling up of the advertised position. No other mode of communication will be adopted by the CSU.
76. In case of any grievance of any candidate relating to recruitment, the candidate may also approach the Vice- Chancellor/Registrar of CSU in writing for redressal sufficiently in advance.
77. Regarding any ambiguity, relating to the recruitment rules in general and eligibility etc. in respect of any post in particular, the decision of the Competent Authority of the University shall be final.
78. For any technical problem(s) faced during Registration/Online application submission etc., contact at:-
support-recruitment@sanskrit.ac.in

Sd/-
REGISTRAR (I/c)

QUALIFICATIONS & ELIGIBILITY

Qualifications and other eligibility criteria for all the above posts are hereunder. However, for detailed information, candidates are advised to go through Regulations on Recruitment Rules of CSU (CRR-2025 of CSU)

➤ REGISTRAR Level-14 (144200-218200)	Essential Qualifications: 1. Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. 2. At least 15 years of experience as Assistant Professor in the Academic Level-11 and above or with 8 years of service in the Academic Level-12 and above including as Associate Professor along with experience in educational administration. OR Comparable experience in research establishment and/ or other institutions of higher education, OR 15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post. 3. Direct/Deputation for a tenure of five years or till attaining the age of superannuation i.e., 62 years, whichever is earlier. (Eligible for reappointment after observance of due selection process) Deputation: (i) Qualifications & Experience: As above (as indicated at Column No. 7 of CRRs 2025 of CSU regarding the post of Registrar). (ii) Grade: Holding analogous post or eight years' experience at Pay Level- 12.
➤ ASSISTANT REGISTRAR Level-10 (56100-177500)	Essential Qualifications: (i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. (ii) The appointment under direct recruitment shall be made through an All India open competition by conducting a written test and interview. Deputation: (i) Officers holding analogous posts on regular basis or with 5 years regular service in lower grades position in Level 7/Level 8 in the Central /State Government, Universities and other autonomous organizations. (ii) Knowledge of Computer Applications

➤ SYSTEM ANALYST (Level-10) (56100-177500)	Essential Qualifications: (i) B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. (ii) 05 years programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization. OR (i) M.E./M.Tech. in Computer Science & Engineering/Electronics Engineering/M.Sc. Computer Science/MCA. (ii) 03 years' programming experience in languages like C/C++/JAVA etc. databases: MySQL/ORACLE with PHP etc. Foundations and practices under WINDOWS/LINUX/UNIX platforms from a recognized Public/PSU/Private organization.
➤ Section Officer (Level-7) (44900-142400)	Essential Qualifications: (i) A Bachelor's Degree in any discipline from any recognised Institute/ University. (ii) Three Years' Experience as Assistant in the Level-6 or eight years as UDC in Level-4 in any Central/State Govt./University/ PSU and other Central or State Autonomous Institutions or holding equivalent positions in any reputed Private companies/bank with annual turnover of at least Rs. 200/- Crores or more. (iii) Proficiency in Computer Operation, noting and drafting. Deputation: (i) Officers holding analogous post on regular basis or with three years regular service in Level-6 or equivalent in the Central/State Govt. Universities or autonomous organisations and possess the Bachelor's degree as prescribed above (as indicated at Column No. 7 of CRRs 2025 of CSU regarding the post of Section Officer).
➤ Nursing Officer (Level-7) (44900-142400)	Essential Qualifications: 1. (i) B.Sc. (Hons.) in Nursing from a recognized University or Institute. OR Regular course in B.Sc. Nursing from a recognized University or Institute. OR Post Basic B.Sc. Nursing from a recognized University or Institute. (ii) Registered as a Nurse or Nurse and Midwife (RN or RN and RM) with state Nursing Council; (iii) Six Months experience in minimum fifty bedded hospital after acquiring the educational qualification above. OR 2.(i) Diploma in General Nursing Mid-wife from recognized Board or Council. (ii) Registered as a Nurse or Nurse and Midwife (RN or RN and RM) with State Nursing Council. (iii) Two and a half years' experience in minimum fifty bedded hospital after acquiring the educational qualification mentioned at 2. (i) above.

➤ Assistant (Level-6) (35400-112400)	Essential Qualifications: (i) Bachelor Degree from a recognized University/Institution. (ii) Three Years of experience as UDC or equivalent in the Level 4 in Central/State Government/University/PSU and other Central/State Autonomous Bodies or equivalent pay package in the reputed private Companies/corporate banks with a minimum annual turnover of at least Rs.200/- Crores or more. (iii) Proficiency in Typing, Computer applications, noting and drafting.
➤ Guest House Manager (Level-6) (35400-112400)	Essential Qualifications: (i) Bachelor's Degree in Hotel Management or allied field from a recognized University/Institution with one-year relevant experience. OR Diploma in Hotel Management or allied field from a recognized University/Institute with two years relevant experience (ii) Knowledge of Computer applications.
➤ Junior Engineer (Level-6) (35400-112400)	Essential Qualifications: Bachelor's Degree of Engineering/Technology in relevant field from a recognized Institute/ University with one year relevant experience OR Diploma in Engineering in the relevant field and three years' experience in relevant field in CPWD/State PWD or Similar Organized Services/Statutory or Autonomous Organizations/ Central/State Universities/Autonomous Institutions or reputed Private construction company with an annual turnover of at least Rs. 200/- Crores or more.
➤ Personal Assistant (Level-6) (35400-112400)	Essential Qualifications: (i) A Bachelor's Degree in any discipline from any recognised Institute/University. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 100 wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. (iv) Knowledge of Computer Applications. (v) Two years' experience as Stenographer or equivalent in Central State Govt. Organisations/University Research Institution or Central/ State autonomous Institution/reputed private institutions having a turnover of Rs. 200 Crores. Deputation: Officers holding analogous post on regular basis or with three years regular service in Level-4/Level-5 or equivalent in the Central/State Govt. Universities or autonomous organisations and possess the qualification as prescribed for direct recruits as above (as indicated at Column No. 7 of CRRs 2025 of CSU regarding the post of Personal Assistant). Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: Dictation: 10 minutes @ 100 w.p.m. Transcription: 40 minutes English/55 minutes Hindi

➤ Professional Assistant (Level-6) (35400-112400)	Essential Qualifications: (i) Master's Degree in Library & Information Science from any recognised University/Institution with 02 years' experience in the relevant field in a University/Research establishment/Central/ State Govt./PSU and Library of other autonomous Institutions. OR Bachelor's Degree in Library / Library and Information Science from any recognised Institute/ University with 03 years' experience in the relevant field in a University/Research Establishment/ Central/State Govt./PSU and Library of other autonomous Institutions. (ii) Knowledge of Computer Applications. Deputation:-Employees of the Central/State Government Autonomous or Statutory Organisation, PSU, University or recognised research institution; (i) Holding analogous post on regular basis in the parent cadre or department. (ii) With 5 years' service rendered as Semi Professional Assistant in the Level 5 or equivalent in the parent cadre or department. (iii) Possessing the qualifications and experience prescribed for direct recruitment as prescribed above (as indicated at Column No. 7 of CRRs 2025 of CSU regarding the post of Professional Assistant).
➤ Technical Assistant (Shikshashastra/Education Lab.) (Level-5) (29200-92300)	Essential Qualifications: (i) Bachelor's degree with minimum three years of working and maintenance/ operation experience of Scientific Instruments in the Laboratory. However, the relevant subject will be as decided by the university as per the functional requirement of the department concerned. (ii) The experience should be in University/Research establishment/ Central / State Govt./ PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs.200/- Crores or more.
➤ Technical Assistant (Computer Lab.) (Level-5) (29200-92300)	Essential Qualification : (i) Bachelor's Degree in Engineering/Technology in Computer Science and Technology/Information Technology from any recognized University or Institute. OR Master's Degree in Computer Science/Technology / MCA from any recognized University / Institute. (ii) At least 02 years' experience in relevant field in University/ Research establishment/Central / State Govt. / PSU and other autonomous bodies or Private organization of repute with annual turnover of at least Rs. 200/- Crores or more.

➤ Stenographer (Level-4) (25500-81100)	Essential Qualifications: (i) A Bachelor's Degree in any discipline from any recognised Institute/ University. (ii) Proficiency in Stenography in English or Hindi with minimum speed of 80 wpm. (iii) Proficiency in Typing in English or Hindi with minimum speed of 35/30 wpm respectively. (iv) Knowledge of Computer Applications. Desirable: Proficiency in English and good communication skills. Skill Test Norms on Computer: • Dictation: 10 minutes @ 80 w.p.m. • Transcription: 50 minutes English/65 minutes Hindi
➤ Upper Division Clerk (Level-4) (25500-81100)	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) Two years' experience as Lower Division Clerk/Equivalent posts in University/Research Establishment/Central State Govt./PSU/ Autonomous Bodies or equivalent pay package in the reputed private Companies/Corporate banks with a minimum annual turnover of at least Rs. 200/- Crores or more. (iii) Speed in English Typing @ 35 wpm OR Speed in Hindi Typing @ 30 wpm (iv) Proficiency in Computer Operations.
➤ Library Assistant (Level-4) (25500-81100)	Essential Qualifications: (i) Bachelor's degree in Library & Information Science or equivalent from a recognized University. (ii) Typing speed of 30 words per minute in English. (iii) Knowledge of Computer Applications
➤ Lower Division Clerk (Level-2) (19900-63200)	Essential Qualifications: (i) A Bachelor's Degree from any recognized Institute/ University. (ii) English Typing @ 35 wpm OR Hindi Typing @ 30 wpm (35wpm and 30 wpm correspond to 10500KDPH/9000KDPH on an average of 5 Key depressions for each work) (iii) Proficiency in Computer Operations.
➤ Driver (Level-2) (19900-63200)	Essential Qualifications: (i) 10th Pass from any recognised Board (ii) Possession of a Valid Commercial Driving License for Light/ Medium/ Heavy Vehicles issued by the Competent authority having no adverse endorsement (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles). (iv) Experience of driving motor vehicles for at least 05 years in an organization.

➤ Multi Tasking Staff (Level-1) (18000-56900)	Essential Qualifications: (i) 10th Pass from a recognized Board. OR ITI Pass.
➤ Library Attendant (Level-1) (18000-56900)	Essential Qualifications: (i) 10+2 or its equivalent examination from a recognized Board. (ii) Certificate course in Library Science from a recognized Institution. (iii) One year experience in a University/College/Educational Institution Library. (iv) Basic knowledge of computer applications.
➤ Medical Attendant/ Dresser (Level-1) (18000-56900)	Essential Qualifications: (i) 10+2 or equivalent with science from a recognized board. (ii) One year experience as Attendant in the related field in any government/ recognized hospitals/ diagnostics centres/ accredited centres. (iii) Knowledge of Computer.

Sd/-
REGISTRAR (I/c)