कविकुलगुरू कालिदाससंस्कृतविश्वविद्यालय, रामटेक

रामटेक कार्यालय–प्रशासकीय भवन, मौदारोड, रामटेक, जि. नागपूर– ४४११०६ (महाराष्ट्रम्)

वारंगा कार्यालय–शैक्षणिक परिसर, पाचवा माळा, ना.सु.प्र. संकुल, मोरभवन जवळ, सीताबर्डी, नागपूर– ४४००१२(महाराष्ट्रम्)

KavikulaguruKalidas Sanskrit Vishvavidyalaya, Ramtek

Ramtek Office - Administrative Building, Mouda Road, Ramtek,Dist-Nagpur- 441106 (M.S.)

Waranga Office - 5th Floor, NIT Complex, Near MorBhavan, Sitabuldi, Nagpur – 440012(M.S.)

Established by Government of Maharashtra - NAACAccrediated with B++ Grade

ESTABLISHMENT SECTION

Phone : (07114) 256476 **Website :**www.kksu.co.in **E-mail :**establishment@kksu.org

Letter No.KKSU/Estt/2021/821 **Date : 27/09/2021**

EMPLOYMENT NOTICE

Applications are invited in the prescribed format from the eligible candidates for the following statutory posts to be filled in the Kavikulaguru Kalidas Sanskrit University, Ramtek as per the provisions under the Kavikulaguru Kalidas Sanskrit Vishvavidyalaya Act, 1997 (Mah. XXXIII of 1997)

Advt. No.	Date	Name of Post	No. of Post
Advt/R/2021/01	27/09/2021	Registrar (कुलसचिव)	01 (Open)
Advt/LIB/2021/02	27/09/2021	Librarian (ग्रंथपाल)	01 (Open)

Three copies of duly filled application form, with original signature on each copy, are invited for the above posts in Kavikulaguru Kalidas Sanskrit University so as to reach the University office on or before **26/10/2021** up to 5.40 p.m. The Application form alongwith detailed information about Qualifications, Experiences and submission of application etc. will be available on University web site *http://kksanskrituni.digitaluniversity.ac*

Sd/-
Registrar (I/c)

KAVIKULAGURU KALIDAS SANSKRIT UNIVERSITY

For Direct Recruitment

Class I (Statutory)

Sr. No.	Name of the Post & Pay Scale	Essential Qualification and Experience
1	**Advt/R/2021/01** **Registrar** **(कुलसचिव)** Pay Level – S-29 : Rs.1,31,100 – 2,16,600/- No. of Posts : 01 Reservation : Open 1) Govt. Notification of HTE No. Salary-2019/ C.S.278/19/UNI-1, Dated 08/12/2020 1) Govt. Resolution of HTE No. Salary-2019/ C.S. 278/19/UNI-1, Dated 10/12/2020 Age of Superannuation : 58 Yrs.	**Academic Qualification :** 1. A Master's Degree with atleast 55% of the marks or its equivalent grade of „B" in the UGC 7-point scale. • 5% relaxation in Master's Degree to SC/ST & Departmental candidates • A relaxation of 5% is permissible from 55% to 50% of the marks to the Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991 AND 2. At least 15 years of experience as Assistant Professor (Senior Scale / AL-11) and above or with 8 years of services as Assistant Professor (Selection Grade / AL-12) and above including as Associate Professor alongwith 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. **Desirable :** **Preference will be given to candidates having knowledge of Sanskrit.**
2	**Advt/LIB/2021/02** **Librarian** **(ग्रंथपाल)** Academic Level 14 Rs.1,44,200 - 2,18,200/- No. of Posts : 01 Reservation : Open Govt. Resolution No. Misc-2018/C.R.56/18/ UNI-1, Dated 08/03/2021 Age of Superannuation : 60 Yrs.	1) A Master's Degree in Library Science / Information Science / Documentation Science with at least 55% marks or an equivalent grade in a point scale, whenever grading system is followed; 2) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years experience as a College Librarian. 3) Evidence of innovative library services, including the integration of ICT in a library; and 4) A Ph.D. Degree in Library Science / Information Science / Documentation Science / Archives and manuscript-keeping. **Desirable :** i) Candidate having knowledge of Sanskrit Literature/ Library. ii)Working experience in Sanskrit University/Institutions.

General Instructions, Terms & Conditions:

1. Applicant shall apply in Three copies in prescribed application form of this University only. The application form available on web site of the university *http://kksanskrituni.digitaluniversity.ac*
2. Candidate should attach with application a D.D. of Rs.1000/- (non refundable) (Rs. 500/- in case of reserved category candidate) in favour of **"Registrar Kavikulguru Kalidas Sanskrit University, Ramtek."** from any nationalize bank and payable at Ramtek only.
3. Application will be required duly signed and enclosed attested clean photo copies of the certificate of their educational qualifications, experience, research experience, last pay details etc. to each set of an application.
4. The last date for receipt of application in prescribed format duly completed in Three copies is 26/10/2021 up to 5.40 p.m.
5. The candidates who are already in service should apply through proper channel and bring NOC from the present employer (if changed at the time of interview), otherwise protection of pay and previous service could not be considered. They should furnish all the relevant information regarding their present service, legal proceeding of complaint, court cases, criminal cases, disciplinary action, if any, pending in r/o his/her existing appointment/ services. The candidate furnishing incorrect or false information shall stand disqualified. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University, failing which the university reserve the right to cancel the candidature and to debar him/her from selection process.
6. The University will not be responsible for postal delay, if any.
7. No TA/DA will be paid either for attending the interview or for joining the post.
8. The University reserves its right to fill up or not to fill-up the post or to modify/alter/ cancel the advertisement.
9. Incomplete application and application on plain paper will not be entertained. Application received without the prescribed fee will be rejected. Application fee once paid shall not be refunded under any circumstances.
10. 5% relaxation in Master's Degree to SC/ST & Departmental candidates
11. A relaxation of 5% is permissible from 55% to 50% of the marks to the Ph.D. Degree holders, who have passed their Master's Degree prior to 19th September, 1991
12. Passing of Basic Sanskrit Examination and obtaining knowledge of communicative Marathi within a year is compulsory for the candidates who do not possess this Eligibility at the time of appointment.
13. Educational qualifications shall be considered as on closing date.
14. The University reserves all rights to decide criteria/procedure for short listing of eligible candidates.
15. Disputes related to this advertisement are subject to Ramtek Jurisdiction.
16. Teaching experience shall be considered in respect of approved and full time teacher.
17. Convassing directly or indirectly will be treated as disqualification.
18. Power Point presentation and Oral interview will be conducted.
19. Separate application form should be submitted for each posts, and the envelop should be superscribed as **"Application for the post of ……..."**.
20. All updates, corrigendum (if any), and time to time instructions regarding the recruitment drive will be updated on the Kavikulguru Kalidas Sanskrit University website.
21. In case the last date fixed for receipt of applications is declared a holiday, next working day shall be deemed to be the last date for receiving the applications.
22. All enclosures must be duly self attested by the candidate(s).

23. The candidates from reserved category who are domiciled outside the State of Maharashtra will be treated as OPEN category candidates as per Maharashtra Govt. Circular No.CBS-1290/23116/Pra.Kra.378/ Mapak.5, dated 24th August, 1995.
24. As per provision contained in the State Govt. Notification No. SRV.2000/CR(17/2000) XII, dated 28th March, 2005 issued by General Administrative Department, Mantralaya Mumbai, candidates must submit the prescribed declaration of the small family as one of the essential qualifications for recruitment of all posts, the prescribed proforma is attached herewith as Declaration-II.
25. If the candidate appointed in the University services after 1st Nov, 2005 would be covered under new "Defined Contribution Pension Scheme" OR " National Pension Scheme" in Maharashtra State and the existing pension scheme (i.e. Maharashtra Civil Services (Pension) Rules, 1982 and Maharashtra Civil Services (Commutation Pension) Rules 1984 and General Provident Fund Scheme will not be applicable as per Government Resolution who is already working in pensionable establishment, subject to conditions mentioned in the G.R. No. CPS-1006/87/SER-4, dt. 12 Jan, 2007 & 24 Feb, 2009.
26. Candidate should have a “Certificate of D.O.E.A.C. Societies "C.C.C." or "O" level or "A" level or "B" level or "C" level or MSCIT or GECT Certificate of Maharashtra State Higher & Technical Education Board” OR a Certificate in Computer Operation prescribed by the Govt. of Maharashtra from time to time. Those who are not having the said Certificate, will have to produce the Certificate within two years from the date of their appointment.
27. On verification of documents supplied by the applicant if it is found that the information received from an applicant is false or is based on false certificates the applicant shall render himself liable for legal action and the interview/selection will be immediately cancelled.
28. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
29. Application form of in-service candidate must be signed and forwarded by his/her present employer. However, in case of an “anticipated delay” an applicant may submit the advance copy of his/her application along with the original Demand Draft. In the event of application duly forwarded by the employer not reaching the Registrar within the stipulated time, the applicant concerned shall be required to furnish a “No Objection Certificate” from his/her employer, at the time of interview, in the absence of which he/she shall not be entitled to appear for the interview.
30. Application received after the prescribed last date will be rejected and no communication in this regard will be made with the candidate.
31. No correspondence will be made with applicants who are not short-listed/not called for interview
32. In the matter of previous services, the decision of University is final.
33. The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.
34. The candidate selected for the post shall be required to serve at any place notified as the campus of the University (KKSU).
35. The candidate shall give an undertaking that, he/she shall be ready to stay in Ramtek headquarter.

Place : Ramtek **Sd/-**
Date : 27/09/2021 **Registrar (I/c)**

कविकुलगुरू कालिदास संस्कृत विश्वविद्यालय, रामटेक

रामटेक कार्यालय – प्रशासकीय भवन, मौदा रोड, रामटेक, जि. नागपूर – ४४११०६ (महाराष्ट्रम्)
वारंगा कार्यालय – शैक्षणिक परिसर, पाचवा माळा, ना.सु.प्र. संकुल, मोरभवन जवळ, सीताबर्डी, नागपूर – ४४००१२ (महाराष्ट्रम्)

Kavikulaguru Kalidas Sanskrit Vishvavidyalaya, Ramtek

Ramtek Office - Administrative Building, Mouda Road, Ramtek, Dist-Nagpur - 441106 (M.S.)
Waranga Office - 5th Floor, NIT Complex, Near Mor Bhavan, Sitabuldi, Nagpur – 440012 (M.S.)
Established by Government of Maharashtra - NAAC Accrediated with B++ Grade

APPLICATION FORM

Advertisement No.KKSU/Estt/2021/821, Date : 27/09/2021

Affix recent passport size photograph with self-attestation

To

THE REGISTRAR,
Kavikulaguru Kalidas Sanskrit University,
Mauda Road, Ramtek,
Dist. – Nagpur (MS)
Pin Code - 441106

Sub. : Application for :

Post Advt. No.	**:**	_____
Name of the Post	**:**	_____

Sir,

I hereby submit my application for the post mentioned above with the following details :

APPLICATION FORM

(Please read the General Instructions, Terms & Conditions before filling the form)

1. Application Fee (Non-Refundable)

Demand Draft No.	Date	Amount (Rs.)	Name of the Bank	Branch Name

2. Personal Details (In Capital Letters)				**Enclosure No.**
Full Name (Surname First)				
Date of Birth (DD/MM/YY)		Age (In Years) as on **26th October, 2021**		
Gender (Male/Female)		**Marital Status**		
Nationality		**Religion**		
Category (with Caste) (SC/ST/VJ(A)/NT(B/C/D)/ OBC/ OPEN/EWS/PH, etc.)				
Particulars of Physical Disability, if Applicable				

3. Address	
Address for Correspondence	**Permanent Address**
Pin Code :	Pin Code :

4. Communication Details	
E-mail ID	
Phone No.	
Mobile No.	

5. Educational Qualifications (Matriculation onward)					**Enclosure No.**
Name of Exam. /Degree	**University /Institution /Board**	**Year of Passing**	**Percentage of Marks**	**Division/ Class/ CGPA**	
(Please use an additional sheet, if required, retaining the above tabular format)					
Ph.D. (Mark ✓ in Appropriate Box)	**Degree Awarded [ ]**	**Thesis Submitted [ ]**			
Title of Thesis/Dissertation (If Published, give details on a separate sheet)					
Ph.D.					
M. Phil.					
P.G.					
Particulars of **NET/SET/ SLET/GATE** or Equivalent Exam.					

6. Present Position						Enclosure No.
Designation	**University/ Institution**	**From Date**	**Basic Pay**	**Pay Scale/ Pay Band/ Pay Matrix**	**Gross Pay/ Total Salary p.m.**	

7. TEACHING EXPERIENCE AS AN APPROVED FULL-TIME TEACHER								Enclosure No.
Post Held	**Basic Pay & Pay Band with AGP/ Pay Matrix**	**University/ Institution**	**Period**		**Teaching Experience**			
			From	**To**	**Y**	**M**	**D**	

Total Teaching Experience **: [____ Y (Years)] [____ M (Months)] [_____ D (Days)]**

<u>Special contribution, if any</u> :

.....

.....

.....

.....

.....

.....

.....

.....

(*Enclose additional sheet, if required, in the same format*)

8. EXPERIENCE IN RESEARCH ESTABLISHMENT/INSTITUTIONS OF HIGHER EDUCATION								**Enclosure No.**
Post Held	**Basic Pay & Pay Band with AGP/ Pay Matrix**	**University/ Institution**	**Period**		**Experience**			
			From	**To**	**Y**	**M**	**D**	

Total Experience **: [_____ Y (Years)] [_____ M (Months)] [_____ D (Days)]**

<u>Special contribution, if any</u> :

(*Enclose additional sheet, if required, in the same format*)

9. Research Experience :		**Enclosure No.**
Number of Ph.D. Degrees Awarded under Supervision :	[ ]	
Number of Ph.D. Thesis Submitted under Supervision :	[ ]	
Number of Ph.D. Students Registered under Supervision :	[ ]	
Total Research Experience :	**[___ Y (Years)] [___ M (Months)] [___ D (Days)]**	

10. Publications :			**Enclosure No.**
Number of Books Published :	**[ ] Own**	**[ ] Joint Authorship**	
Number of Books Edited :	**[ ] Own**	**[ ] Joint Authorship**	
Number of Papers Published :	**[ ] Own**	**[ ] Joint Authorship**	

Own				**Joint Authorship**			
International Journals	National Journals	International Conferences/ Seminars/ Symposium	National Conferences/ Seminars/ Symposium	International Journals	National Journals	International Conferences/ Seminars/ Symposium	National Conferences/ Seminars/ Symposium
[ ]	**[ ]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**	**[ ]**

NOTE : Give the details of Publications on separate sheet.

11. ADMINISTRATIVE EXPERIENCE								**Enclosure No.**
Post Held	**Basic Pay & Pay Band with AGP/ Pay Matrix**	**University/ Institution**	**Period**		**Administrative Experience**			
			From	**To**	**Y**	**M**	**D**	

Total Administrative Experience **: [___ Y (Years)] [___ M (Months)] [___ D (Days)]**

Special contribution, if any :

(*Enclose additional sheet, if required, in the same format*)

12. Academic Distinctions (Award/Scholarship/Rank, etc.) **:** *(Enclose additional sheet, if required, in the same format)*		**Enclosure No.**
(i)		
(ii)		
(iii)		
(iv)		
(v)		
(vi)		
(vii)		
(viii)		
(ix)		
(x)		

13. Membership/Fellowship of learned Accredited Academic Bodies : *(Enclose additional sheet, if required, in the same format)*		**Enclosure No.**
(i)		
(ii)		
(iii)		
(iv)		
(v)		

14. Competence in Computer Applications :	**Enclosure No.**

15. Additional Information, if any : *(Use separate sheet, if necessary)*	**Enclosure No.**
.....	

16. Name and Postal Address of Two Referees :	
Referee 1	**Referee 2**
E-mail ID :	**E-mail ID :**
Mobile No. :	**Mobile No. :**

17. TOTAL NO. OF ENCLOSURES ATTACHED : _____

DATE : _____ _____

PLACE : _____ **(Signature of Applicant)**

DECLARATION-I

I, hereby, declare that, all information submitted in this application and in its accompaniments is true, complete and correct to the best of my knowledge and belief. I accept that in the event of any information being found false, incomplete, or incorrect, my candidature/appointment for the post of _____ is liable to be cancelled/terminated at any stage. I further understand that no cognizance shall be taken of any request for withdrawal of my application. I have read carefully all instructions given in the Advertisement No. _____ Dated _____ on the website of the University.

DATE : _____ _____

PLACE : _____ **(Name & Signature of Applicant)**

DECLARATION-II

I, Dr./Shri/Mrs./Ms. _____, Son/Daughter/Husband/Wife of Dr./Shri _____ aged _____ years resident at _____

_____

do hereby declare as follows :-

1. That I have filled my application for the post of _____
2. I have _____ (_____ Number) living children as on today, out of which number of children born after 28th March, 2005 is/are _____ _____ (Mention dates of Birth, if any.)
3. I am aware that if total number of living children are more than two, due to the children born after 28th March, 2005, I am liable to be disqualified for the same post.

DATE : _____ _____

PLACE : _____ **(Name & Signature of Applicant)**

ENDORSEMENT BY THE EMPLOYER

(For in-service candidates only)

To be signed and forwarded by the present employer

Forwarded to :

The Registrar,
Kavikulaguru Kalidas Sanskrit University,
Mauda Road, Ramtek,
Dist. – Nagpur (MS)
Pin Code - 441106

The applicant Dr./Shri/Mrs./Ms. _____, who has submitted this application for the post of _____ in the Kavikulaguru Kalidas Sanskrit University, Ramtek, has been working in _____, on the post of _____ in a temporary/permanent capacity with effect from _____ in the Scale of Pay /Pay Band/Academic Level of Rs. _____ with Grade Pay/ Pay Matrix of Rs. _____. His/her next increment is due on _____.

Further, it is certified that no disciplinary/vigilance case has ever been held or contemplated or is pending against the said applicant.

There is no objection for his/her application being considered by the Kavikulaguru Kalidas Sanskrit University, Ramtek

_____

Signature of the forwarding authority

Name : _____

Designation : _____ **OFFICE SEAL**

Place : _____

Date : _____

KAVIKULAGURU KALIDAS SANSKRIT UNIVERSITY, RAMTEK

Statement showing particulars of applicant for the Post of …… (Post Advt. No. : ……)

Category : OPEN	**No. of Post :** 01 (ONE)	**Adv. No.** ……, dated …….

Name & Correspondence Address of the Applicant with Contact No. & E-mail ID	Age / Date of Birth	Category & Caste of candidate	Academic Attainments				Experience (Yr./Month/Days)			Publications, if any	Academic Distinctions, if any	Any other Information, if any
			Degree Awarded	Year of Passing	% / CGPA	Div./ Grade	Teaching	Research	Administration			
1	2	3	4	5	6	7	8	9	10	11	12	13
										International : **Own : _____** **Joint : _____** **Total : _____** **National:** **Own : _____** **Joint : _____** **Total : _____**		

I hereby declare that all the entries made by me are true to the best of my knowledge and belief. If anything is found false at any stage, my candidature for the post of _____ may be cancelled without assigning any reason thereof.

Date : _____ **Signature of Applicant : _____**

Place : _____ **Name of Applicant : _____**