

**SHRI BHAGWANDAS ADARSH SANSKRIT MAHAVIDYALAYA**  
P.O.-GURUKUL KANGRI, DISTT. - HARIDWAR  
UTTARAKHAND-249404

Phone : 01334-226827, E-mail : bdadarshharidwar@gmail.com

Website : www.bdasmhardwar.com

Advertisement No. BDASM/2022

Dated : 25/06/2022

**Notification of Vacancy for Recruitment of Non-Teaching Post**

Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, Recognized as Adarsh Sanskrit Mahavidyalaya under "The Scheme for financial assistance to institutions recognized as Adarsh Sanskrit Mahavidyalayas/ Adarsh Sanskrit Shodha Sansthan", invites applications from Indian nationals for recruitment to the following posts -

| Sl.No | Name of the Post and Pay Scale  | No. of Vacancies | Category   |
|-------|---|------------------|------------|
| 01.   | Assistant<br>Pay Band -II, Rs.9300-34800 with GP of Rs.4200/-<br>(As per 6 <sup>th</sup> CPC) | 01               | Unreserved |

The applications should be submitted through offline only in the application format given on institution's website 'www.bdasmhardwar.com' and also available at Central Sanskrit University's website 'www.sanskrit.nic.in' under Recruitment tab. A hard copy of the application duly signed by the candidate alongwith self-attested copies of relevant documents and prescribed application fee in the form of demand draft drawn in the favour of "The Principal, Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, P.O.-Gurukul Kangri, Dist. Haridwar, Uttarakhand-249404 payable at Haridwar" should be sent to "The Chairperson (Management Committee), Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, P.O.-Gurukul Kangri, Dist. Haridwar, Uttarakhand-249404" by Registered post or Speed post only.

Candidates who applied and were found eligible for the said post earlier against the post advertised in Employment News 17<sup>th</sup> - 23<sup>rd</sup> February, 2018 (EN 47/17) need not to apply again.

**The applicants are advised to note the following points:**

Qualifications and other eligibility criteria for abovementioned Post, fee details, submission of application, procedure for applying and other terms & conditions are given here in this detailed notification for recruitment -

1. Schedule of submission of application is as under:-

(i) Start Date of Submission of application

25/06/2022

(ii) Last date of receipt of Hard copy of application alongwith all required documents and fees in the institution

11/07/2022 by 5:00 p.m. (IST)

2. Qualification and other eligibility criteria for the post will be as per Government of India norms/Recruitment Rules of the Adarsh Sanskrit Mahavidyalaya and its amendments made from time to time. Qualifications and other eligibility criteria for above mentioned Post is as follows -

1. ASSISTANT - 01 Post (Unreserved)

Pay Scale: Pay Band -II, Rs. 9300-34800 with Grade Pay of Rs. 4200/- (As per 6<sup>th</sup> CPC)

Upper Age Limit- 35 years as on closing date of receipt of applications. (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).

Qualification:-

Essential:-

- i) Graduate from a recognized 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.  

(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.)
- 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.

3. For the post of Assistant, the applicant will have to pay application fee of Rs. 1000/- (Rs.500/- in case of SC/ST/PwBD), which can be paid by Demand Draft drawn in favour of "The Principal, Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, P.O.-Gurukul Kangri, Dist. Haridwar, Uttarakhand-249404 payable at Haridwar" and sent to "The Chairperson (Management Committee), Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, P.O.-Gurukul Kangri, Dist. Haridwar, Uttarakhand-249404" by Registered /Speed Post (ordinary post or by hand will not be accepted). Candidates who applied and were found eligible for the said post earlier against the post advertised in Employment News 17<sup>th</sup> - 23<sup>rd</sup> February, 2018 (EN 47/17) need not to apply again.

- a. The Candidate must super-scribe on the envelope as "Application for the post of Assistant".
- b. The applicant will be solely responsible for the authenticity of the submitted information.

- c. The institution shall not be responsible for any postal delay. Applications received after the last date shall not be considered. No correspondence regarding consideration of late application will be entertained.
4. Fees once paid will not be refunded.
  5. The last date as prescribed above may be extended by the competent authority depending upon the exigency of the situation. Notification to this effect will be placed on web-site of the institution. So, the candidates are advised to visit the institution's website regularly.
  6. Incomplete applications, without required self-attested copies of documents and received after the due date & time shall be rejected. In case the closing/last date of receipt of hard copy of application along with all required documents is a holiday, the next working day shall be treated as closing/last date.
  7. Information relating to selection process, dates, service conditions etc. are available at institution's website. Candidates should keep visiting institution's website regularly for important announcement/information/corrigendum/notices and other details related to selection processes at various stages for filling up this vacant position.
  8. Candidates already in service must submit their applications through proper channel. They may however send an advance copy, but if called for written examination/skill test they must produce a "No Objection Certificate" from their employer. Further, these candidates should also submit a certificate from the employer or his/her authorized officer to the effect that no disciplinary proceedings are pending nor contemplated against him/her. Apart from this, the Vigilance Clearance Report shall also be furnished along with the application form or at the time of interview/documents verification.
  9. The latest passport size photograph (2) of the candidates should be affixed to the application form.

**General conditions:**

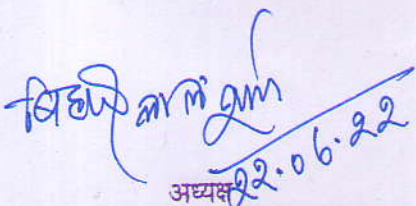
1. The Adarsh Sanskrit Mahavidyalaya reserves the right to fill up or not to fill up the post without assigning any reason.
2. Candidates will have to present themselves for the interview/written exam/skill test at their own expenses.
3. Candidates should bring all certificates in original at the time of verification of documents.
4. The appointee will be the employee of Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya, P.O.-Gurukul Kangri, Dist. Haridwar, Uttarakhand-249404, and not of the Government of India or Central Sanskrit University, Delhi. The appointee will be governed by the provisions of the scheme framed and approved by the concerned authorities, as applicable from time to time.
5. Applications/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. Applications made in the form other than the form available in the institution's website.
  - iii. Any variation in the Signatures. (All the signatures 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 issued by the Competent Authority and clear self-attested photographs along with the hard copy of application 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 application.
  - vii. Incorrect information or misrepresentation or suppression of material facts.
  - viii. Non-receipt/Late receipt of the prescribed Application Form (Hard Copy) and fee along with self-attested copies of the relevant documents.
  - ix. If the candidate is found using unfair means 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.
6. Mere possession of eligibility conditions shall not entitle a candidate to be called for written exam/skill test. 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 called for written exam/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.
7. Apart from possessing the requisite qualification and experience as on the closing date of receipt of application prescribed in the advertisement, any relevant additional qualification and experience acquired after the closing date may be taken into account and may be given due weightage at the time of selection. The experience in different fields as prescribed in the eligibility criteria shall be calculated by taking into account either in one field exclusively or by counting more than one field as the case may be.
8. Applicants seeking reservation benefits available for SC/ST/ PwBD categories must submit the necessary documents justifying the claim of respective reservation as per Government of India lists/rules/norms. The certificate uploaded should be in the format prescribed by the Union Government and should be digitally verified.
9. 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/mollified 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 which shall lead to cancellation of his/her appointment, if already appointed.
10. The person appointed against any post shall be governed by the SCHEME FOR FINANCIAL ASSISTANCE TO INSTITUTIONS RECOGNISED AS ADARSHA SANSKRIT MAHAVIDYALAYAS/ADARSH SHODHA SANSTHANS, the service conditions/method of recruitments as amended from time to time and resolutions of the Management Committee of the institution and rules of the Government of India/Guidelines of the UGC, as case may be, adopted by the institution from time to time.
  11. The relaxation in deserving cases shall be provided as per the Rules/Guidelines prescribed by Government of India/UGC/institution from time to time.
  12. Candidates must be in sound health. They must, if selected be prepared to undergo such medical examination and satisfy such medical authority as the institution may require, as per rules.
  13. The Candidates should keep a copy of Application printout alongwith fee submission receipt for their future reference.
  14. The institution reserves the right to modify/withdraw/cancel any communication made to the candidate(s) at any stage in case of any inadvertent mistake in the process of selection as may be detected even after issue of appointment letter.
  15. The institution reserves the right to alter/insert any corrections/additions in the advertisement/website in the event of any error etc., for which the candidates are advised to be in the lookout for announcements in the website.
  16. The select panel of candidates of this recruitment process will be valid for one year.
  17. The institution reserves the right to withdraw the advertisement either partly or wholly at any time without assigning any reason to this effect.
  18. The institution reserves the right to reject any application without assigning any reason thereof.
  19. Interim enquiries shall not be entertained.
  20. Statutory Warning: Selection in the institution is free, fair and merit basis. Any attempt to influence the selection process detected at any stage is liable to lead to termination of candidature of service and legal action against the concerned individual will be initiated.
  21. Canvassing in any form will be a disqualification.
  22. In case of any dispute, any suite or legal proceeding against the institution, the territorial jurisdiction shall be Hon'ble Courts in Uttarakhand.

  
अध्यक्ष 22.06.22

श्री भगवानदास आदर्श संस्कृत महाविद्यालय  
भारत सरकार की आदर्श योजनान्तर्गत महाविद्यालय  
पो०-गुरुकुल कांगड़ी, जिला हरिद्वार (उत्तराखण्ड)

The Chairperson  
(Management Committee),  
Shri Bhagwandas Adarsh Sanskrit Mahavidyalaya,  
P.O.-Gurukul Kangri, Dist. Haridwar,  
Uttarakhand-249404