



महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन

(मानव संसाधन विकास मन्त्रालय, भारत सरकार की स्वायत्तशासी संस्था)

Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain

(An autonomous organisation of the Ministry of HRD, Govt. of India)

Ved Vidya Marg, Chintaman Ganesh, Post - Jawasia, Ujjain – 456 006 (M.P.)

FILLING UP THE FOLLOWING POSTS

Sr. No.	Name of the post	No. of Post	Pay Scale
1.	Sr. Stenographer (on Deputation)	One	9300-34800 plus G.P. 4200
2.	Assistant	One	9300-34800 plus G.P. 4200
3.	Jr. Stenographer	Two	5200-20200 plus G.P. 2400

Details of essential qualifications, experience and other terms and conditions of service and format of application are available in the website www.msrvvp.nic.in. The application, as per prescribed format, must reach in the office of MSRVVP latest by **15 February 2013**. The Secretary reserves the right for fixing the criteria to short list the candidates. He also reserves the right to cancellation of the post due to administrative reasons.

**Secretary
MSRVVP, Ujjain**

MAHARSHI SANDIPANI RASHTRIYA VEDAVIDYA PRATISHTHAN
Veda Vidya Marg, Chintaman Ganesh, Post- Jawasia, Ujjain (M.P.) – 456 006
(An Autonomous Organization of the Ministry of HRD, Govt. of India)

Applications are invited on the format given below along with attested copies of the certificates, testimonials, etc. and two recent passport size photographs (one pasted on the application) for the following posts so as to reach the Secretary of the Pratishthan (address given above) within 30 days from the date of publication of this advertisement :

1. Sr.Stenographer Grade (One) (English & Hindi) – On deputation
Pay Scale : Rs.9300-34800 + G.P. 4200

- (i) Officers holding the analogous post of Stenographer under Central/ State Govt./ Universities and Autonomous Bodies.
- (ii) With five years regular service in the Pay Band with Grade Pay of Rs.2400/- or equivalent.

Maximum age limit for appointment by deputation should not exceeding 50 years, as on the closing date of receipt of application.

Maximum period of Deputation : Three years extendable upto
5 years.

2. Assistant (One)
Pay Scale: Rs.9300-34800 + G.P. 4200
Age Limit : 30 years as on 15th January, 2013
(Relaxable by 5 years for employees of Central & State Govt., Universities and autonomous bodies & SC, ST & OBC Candidates as per Central Government rules)

Essential Qualifications:

- (1) A Bachelor's Degree of a recognized University.
- (2) At least 5 years service in the lower grade having experience of accounts and establishment matters in a Government Department, educational or research institution autonomous organization etc.
- (4) Proficiency of working both in Hindi and English.
- (5) Knowledge of Computer Application.

3. **Jr. Stenographer (Two) (English/Hindi)**
Pay Scale: Rs.5200-20200 + G.P. 2400
Age Limit : 30 years as on 15th January, 2013
**(Relaxable by 5 years for employees of Central & State Govt.,
Universities and autonomous bodies & SC, ST Candidates.)**

Essential Qualifications:

- (1) 12th class pass or equivalent from a recognized Board or University.
- (2) A certificate from Board/ITI of speed of 80 w.p.m. & 40 w.p.m. in Shorthand & typing respectively
- (3) Skill Test Norms Dictation: 10 min. @ 80 w.p.m.
Transcription: 65 min. (Eng.) 75 min. (Hindi) on Computer
- (4) Proficiency of working both in Hindi and English.
- (5) Knowledge of Computer Application.
- (6) Preference will be given to those possessing proficiency in both English and Hindi Stenography.

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Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain

(An autonomous organisation of the Ministry of HRD, Govt. of India)

Pradhikaran Bhawan, 2nd floor, Bharatpuri, Ujjain-456010 (M.P.)

आवेदन पत्र _____

APPLICATION FOR THE POST OF _____

Particulars of Fee Remitted

a. Bank D.D. No. _____ b. Date:- _____

c. Amount:- _____ d. Drawn On _____ Rs. _____ for SC/ST

Paste a Recent

Good quality

Passport size

Photograph Here

1. पूरा नाम (साफ अक्षरों में) _____

Name in full (in capital Letters) _____

2. (अ) जन्म स्थान, जिला एवं राज्य _____

Place of birth, Distt. & State _____

(ब)राष्ट्रीयता _____

Nationalit _____

3. पता Address

(a) वर्तमान / Present	(b) स्थाई / Permanent
Phone / Mob:	Phone / Mob:
Email:	Email:

4- जन्मतिथि (ईसवी सन् में)

Date of birth (Christian era) In Words
In figures

अक्षरों में _____
अंकों में _____

5. पिता का नाम _____
Father's Name
(अ) राष्ट्रीयता _____
Nationality
(ब) व्यवसाय _____
Occupation

6. शैक्षिक योग्यता (Educational Qualifications)

मैट्रिक या समकक्ष परीक्षा से शुरु करें, विश्वविद्यालय से अथवा उच्च या तकनीकी शिक्षा या शिक्षण केन्द्रों से उत्तीर्ण की गई समस्त परीक्षाओं और प्राप्त की गई डिग्रियों का ब्यौरा दें (विश्वविद्यालय या संस्था के अभिलेख की प्रमाणित प्रति संलग्न करें)

Give particulars of all Examinations passed and degrees obtained at the Board/University other places of higher or technical education, of instruction, commencing with Matriculation of equivalent examination (attach attested copies of the University or Institutions certificates)

विश्वविद्यालय / बोर्ड University/ Board	उत्तीर्ण की गई परीक्षा वर्ष Examination passed	वर्ष Year	श्रेणी Class of Division	अंकों की प्रतिशतता और स्थान यदि कोई प्राप्त हुआ हो Percentage of marks and position	लिए गए विषय Subject taken

7- जो भाषाएं आप जानते हैं। उनके नाम एवं दक्षता:-

Names of languages known indicating proficiency attained in each.

1. _____
2. _____
3. _____
4. _____

8. अनुभव (Experience)

क्या आप कहीं काम करते हैं यदि हां तो निम्नलिखित ब्यौरा दें, नहीं तो अन्तिम परीक्षा पास करने के बाद आप क्या कर रहे हैं।

Have you been employed if so, give the following details, otherwise indicate what you have been doing since your last examination?

वह कार्यालय/संस्था जहाँ काम किया है Office/Institution where employed	किस पद पर थे Post / held	नौकरी शुरू करने की तिथि Date of Joining	नौकरी छोड़ने की तिथि Date of Leaving	वेतन शृंखला Pay Scale	इयूटी का स्वरूप Nature of duties

9- क्या आपने किसी पद के लिए पहले प्रतिष्ठान में आवेदन किया था, यदि हां तो उसका पूर्ण विवरण दीजिए।

Did you apply for any post under the Pratishthan earlier, if so what were the particulars there of

(अ) प्रार्थना पत्रा की तारीख _____

Date of application

(ब) किस पद के लिए _____

Post for which applied Domisile

10- क्या आपको अपने नियोक्ताओं के प्रति कोई संविदागत दायित्व है, यदि हां तो ब्यौरा प्रस्तुत करें
Have you any contract obligations with employers? If so, furnish details.

11. क्या चुने जाने पर आपके नियोक्ता आपको कार्यमुक्त कर देंगे, या आपको त्यागपत्र देना होगा। अधिकतम ज्वाइनिंग टाइम, आप जो चाहेंगे, का भी उल्लेख करें।

Will you be relieved by your employer or you have to resign & maximum joining time required, if selected.

12. क्या आप भारत के किसी भी भाग में सेवा करने के लिए तैयार हैं?

Are you prepared to serve in any part of India?

13. नीचे ऐसे किन्हीं दो व्यक्तियों के नाम का उल्लेख करें। जिससे आपका कोई रिश्ता नहीं हो।

Give below the names of two referees (they must not be related to you.)

(a) नाम/हैसियत एवं पता _____
Name / Status & Address

(b) नाम/हैसियत एवं पता _____
Name / Status & Address

14. क्या आप अनुसूचित जाति या जनजाति के सदस्य हैं, यदि हां तो उसका विवरण दीजिए तथा अपने कथन के समर्थन में जहां आप रहते हैं उस स्थान के जिला मजिस्ट्रेट का प्रमाण-पत्र संलग्न करें।

Are you member of Scheduled Caste, Scheduled Tribe? If so give particulars and attach certificate from the District Magistrate of your place of residence in support of your claim.

- (अ) क्या आप पूर्वी पाकिस्तान से आए हैं? _____
A displaced person from East Pakistan?
- (ब) क्या आप भारत में किसी बाहर देश से आए हैं? _____
A repatriate or migrant from foreign country?
- (ग) क्या आप भूतपूर्व सैनिक कर्मचारी हैं? _____
An ex- defence Service Personnel?
- (घ) क्या आप शारीरिक रूप से विकलांग हैं? _____
Physically handicapped?

15- क्या कभी अधिकृत न्यायालय के आदेश से किसी अपराध में आप पर मुकदमा चला है, आपको हवालात में रखा गया है, या किसी न्यायालय द्वारा आपको सजा मिली है या जुर्माना किया गया है यदि हां तो उसका विवरण दीजिए।

Have you ever been arrested prosecuted put under detention or bound down/fined or convicted by any Court of law for any offence, if so give details.

16. (अ) क्या आप किसी नौकरी से बर्खास्त किए गए हैं, यदि हां तो उसका विवरण दीजिए।

Have you ever been dismissed from service if so give details.

(ब) क्या आप ऋण मुक्त हैं, यदि नहीं तो उसका विवरण दीजिए।

Are you free from debt? If not give details.

17- क्या आप विवाहित हैं?

Are you married?

(अ) यदि हां तो यह बतायें कि आपके एक से अधिक जीवित पत्नी हैं या आप ऐसे व्यक्ति से विवाहित हैं जिसके पहले से ही एक जीवित पत्नी हैं।

If yes, State whether you have more than one wife or are you married to a person having already one living wife. _____

(ब) पत्नी/पति की राष्ट्रियता (विवाह से पहले की)

State nationality of your wife/ husband before marriage. _____

18- शैक्षणिक कार्यों एवं खेलकूद में प्राप्त, पुरस्कार, पदक छात्रावृत्ति आदि का उल्लेख करें।

Give Particulars for any prizes, medals, scholarships etc. obtained by you both in the Academic and Sports fields.

मैं इसके द्वारा घोषित करता/करती हूँ कि इस फार्म में दी गई प्रविष्टियों और उपर्युक्त प्रश्नों के उत्तर में प्रस्तुत किया गया अतिरिक्त ब्यौरा (यदि कोई हो) जहाँ तक मेरी जानकारी और विश्वास है, सत्य है।

I hereby declare that the entries in this form and the additional particulars (if any) furnished in reply to the question above are true to the best of my knowledge and belief.

स्थान

Place _____

तारीख

Date _____

उम्मीदवार के हस्ताक्षर
Signature of the Candidate

(अ) प्रमाणित किया जाता है कि श्री/श्रीमती/कुमार _____ मेरे/हमारे यहाँ काम करता है/काम करती है और उसके द्वारा दिए गए विवरण मेरे ज्ञान और विश्वास के अनुसार सही है।

Certified that Shri/Shrimati/Kumari _____ employed by me/us and the particulars given above are correct to the best of my / our knowledge and belief.

(ब) मैं/हम उसे चुने जाने पर कार्यमुक्त कर दूँगा/देंगे।

He/She will be relieved by me/us selected.

स्थान

Place _____

तारीख

Date _____

नियोक्ता/प्रयोजन प्राधिकारी के हस्ताक्षर
Signature of Employing/Sponsoring Authority
कार्यालय की मोहर
Seal of Office

General information and conditions:

1. The post will be filled up as per the advertisement. Persons working in Government department, Universities, Autonomous Bodies, etc. should send their applications through proper channel.
2. Each application should be accompanied by fee of Rs.200/- through Bank Draft/Banker's Cheque drawn in favour of "Maharshi Sandipani Rashtriya Veda Vidya Pratishthan" payable at Ujjain. SC/ST candidate not required to pay fee.
3. Applications found incomplete in any respect or without requisite certificates, etc. or not countersigned by the employer in token of verification of particulars furnished therein being correct, or those received after the last date, will not be considered.
4. Mere fulfillment of requirement as laid down in the advertisement does not entitle a candidate to be called for interview. In case the response is more, the screening will be restricted to those with higher percentage of marks and all those having lesser percentage of marks may not be called for interview. No correspondence in this regard will be entertained.
5. Only such of the candidates, who in the opinion of the Pratishthan suit its requirements and depend upon the number of applications, will be called for written examination and skill test. Advertisement of a post and/ or mere fulfillment of minimum prescribed qualifications, etc. will not vest any right in any candidate for being considered for the post and/or called for interview.
6. The applications in the prescribed proforma in Annexure-I in respect of suitable, eligible and willing officers, who can be relieved immediately, if selected, may please be sent alongwith up-to-date CR dossiers of the above address within a period of four weeks from the date of publication of this advertisement. A certificate to the effect that the officer's integrity is beyond doubt, he is free from vigilance angle and no preliminary inquiry/departmental inquiry is pending or contemplated against the officer and that no major and minor penalty has been imposed to him during the last ten years may also please be sent alongwith the application.

(Prof. Roop Kishor Shastri)
Secretary
MSRVVP

