



**महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन**  
(शिक्षा मंत्रालय, भारत शासन का स्वायत्तशासी संस्थान)  
वेदविद्या मार्ग, चिन्तामण गणेश, उज्जैन - 456006 (म.प्र.)

**MAHARSHI SANDIPANI RASHTRIYA VEDAVIDYA PRATISHTHAN, UJJAIN**

(An Autonomous Organization under the Ministry of Education, Govt of India)

Vedavidya Marg, Chintaman Ganesh, Ujjain-456006

Tele : 0734-2502266, 2502254, 2502255 Fax : 0734-2502266E-mail : [msrvvpujn@gmail.com](mailto:msrvvpujn@gmail.com) Website : [msrvvp.ac.in](http://msrvvp.ac.in)

महर्षि सांदीपनि राष्ट्रीय वेद विद्या प्रतिष्ठान (MSRVVP) उज्जैन, उच्च शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के अन्तर्गत एक स्वायत्तशासी संस्थान में नीचे दिए गए विवरण के अनुसार विभिन्न पदों की रिक्तियों को भरने के लिए पात्र उम्मीदवारों से आवेदन आमंत्रित किए जाते हैं :

| क्र.           | पद का नाम    | सातवें केन्द्रीय वेतन आयोग अनुसार लेवल एवं ग्रुप | भर्ती की प्रक्रिया | पद संख्या | आरक्षण               |
|----------------|--------------|--|--------------------|-----------|----------------------|
| 1              | निजी सचिव    | B – Level -7                                     | प्रतिनियुक्ति पर   | 1         | अनारक्षित            |
| 2              | कनिष्ठ लिपिक | C – Level -2                                     | सीधी भर्ती         | 5         | 3 – अनारक्षित        |
|                |              |  |                    |           | 1 – अन्य पिछड़ा वर्ग |
|                |              |  |                    |           | 1 – अनुसूचित जाति    |
| <b>कुल योग</b> |              |  |                    | 6         |                      |

आवेदन प्राप्ति की अंतिम तिथि रोजगार समाचार में जारी विज्ञापन की तिथि से 45 दिनों की होगी। योग्यता विवरण, आवेदन प्रपत्र एवं अन्य सम्बन्धित जानकारी के लिये कृपया प्रतिष्ठान की वेबसाइट [www.msrvvp.ac.in](http://www.msrvvp.ac.in) देखें।

रोजगार समाचार में प्रकाशित अंक – 26 नवम्बर, 2022 से 2 दिसम्बर, 2022

आवेदन प्राप्ति की अन्तिम तिथि : 16 जनवरी, 2023

(आवेदन प्रतिष्ठान कार्यालय में स्वयं उपस्थित होकर अथवा डॉक द्वारा ही प्रेषित करें।)

**सचिव, मसारावेविप्र, उज्जैन**

**नोट :** उपर्युक्त पदों की भर्ती के लिए विषय, पाठ्यक्रम, स्क्रीनिंग तथा परीक्षा / साक्षात्कार आयोजित करने की प्रक्रिया, तिथि और समय आदि जैसे विवरण को चयन समिति द्वारा अंतिम रूप दिए जाने पर प्रतिष्ठान की वेबसाइट पर अलग से अधिसूचित किया जाएगा।





महर्षि सान्दीपनि राष्ट्रीय वेदविद्या प्रतिष्ठान, उज्जैन  
(शिक्षा मंत्रालय, भारत शासन का स्वायत्तशासी संस्थान)  
वेदविद्या मार्ग, चिन्तामण गणेश, उज्जैन - 456006 (म.प्र.)

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Applications from eligible candidates are invited for filling up vacancies of various posts as detailed below in Maharshi Sandipani Rashtriya Veda Vidya Pratishthan (MSRVVP), Ujjain, an autonomous organization under the Department of Higher Education, Ministry of Education, Govt. of India.

| Sl No.       | Name of the Post     | Group & Level of the post as per VIIth CPC | Method of Recruitment | No. of post | Reservation             |
|--------------|----------------------|--|-----------------------|-------------|-------------------------|
| 1            | Private Secretary    | B – Level -7                               | Deputation            | 1           | Unreserved              |
| 2            | Lower Division Clerk | C – Level -2                               | Direct Recruitment    | 5           | 3 – Unreserved          |
|              |                      |  |                       |             | 1- Other Backward Class |
|              |                      |  |                       |             | 1 – Scheduled Caste     |
| <b>Total</b> |                      |  |                       | <b>6</b>    |                         |

Last date for receipt of application will be 45 days from the date of publication of the advertisement in the Employment News/Rozgar Samachar. For details regarding eligibility, proforma for application for various posts and other related information etc., please visit MSRVVP's website [www.msrvvp.ac.in](http://www.msrvvp.ac.in)

Published in Employment News Edition: 26<sup>th</sup> November to 2<sup>nd</sup> December, 2022

Last date for receipt of applications: 16<sup>th</sup> January, 2023

(Applications should be submitted only by post or by hand)

SECRETARY, MSRVVP, UJJAIN

Note: The detailed procedure for screening and conducting tests/interview for the above posts, such as subjects, syllabus, procedure date and time etc. will be separately notified in the website of the Pratishthan on finalization of the same by the selection committee.



## Details of Posts –

- 1 **Private Secretary, Group B, Level – 7 (44900 - 142400),**  
**No. of Post: 1 – for deputation**

### **Eligibility for the post of Private Secretary: -**

**On Deputation:** Officers of the Central Govt. Educational & research institutes, universities, autonomous bodies etc.

- (a) i) holding analogous post on regular basis in the parent cadre or department; or  
With five years' regular service in the Stenographers grade in the Pay Level-6 or equivalent.

Note: Period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not exceed five years.

**Age Limit:** The Maximum age limit for appointment by deputation shall be 'Not exceeding fifty five (55) years' as on the closing date of receipt of applications.

- 2 **Lower Division Clerk, Group C, Level- 2 (19900 – 63200)**  
**No. of Posts: 5 (3 –Unreserved, 1 – Other Backward Class, 1 – Scheduled Caste)**

### **Eligibility for the post of Lower Division Clerk – Direct Recruitment**

- (i) 12<sup>th</sup> class pass or equivalent from a recognized Board.  
(ii) Typing speed of 35 w.p.m. in English or 30 w.p.m. in Hindi on computer.

**Age Limit:** 18 – 27 years (relaxable for Govt. servants up to 40 years in accordance with instructions or orders issued by the Central Govt.)

Provided that in exceptional cases the age limits are further relaxable by the Governing Council depending upon the specific need of the Pratishtan.

**Note:** Crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India (and not the closing prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State, Lahaul & Spiti district and Pangti Sub-Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands or Lakshadweep)



## **General Terms & Conditions :**

- a) Application form, as prescribed, may be downloaded from Pratishtan's website.
- b) Application should be submitted along with photocopies of all documents.
- c) Application should be submitted to Secretary, MSRVVP, directly by the applicants in the cases of recruitment through direct recruitment method and should be forwarded through proper channel in the cases of recruitment on deputation basis. Applicants for deputation post may submit an advance copy of the application to Secretary, Maharshi Sandipani Rashtriya Veda Vidya Pratishtan, Veda Vidya Marg, Chintaman Ganesh, P.O. Jawasiya, Ujjain -456 006 (MP) in a sealed envelope superscripting "**Application for the post of** .....". However, the application for 'Deputation' will be considered only if the application is received through proper channel.
- d) Applications through proper channel must reach the Pratishtan's office within 45 days" from the date of publication of the advertisement in Employment News/Rozgar Samachar.
- e) If at any stage of the recruitment process, it is found that information furnished by the applicant is incomplete, inconsistent, false or there is willful suppression of material facts, the application will be rejected. If any discrepancy is detected after appointment, appropriate administrative action will be taken.
- f) Pratishtan reserves the right to modify / cancel/ withdraw this advertisement by issuing a notification only through its website due to any reasons.
- g) No enquiries will be entertained and canvassing in any form will be treated as a disqualification.
- h) Any further details regarding this advertisement will be uploaded on Pratishtan's website.
- i) The detailed procedure for screening and conducting tests/interview for the above posts, such as subjects, syllabus, procedure date and time etc. will be separately notified in the website of the Pratishtan on finalization of the same by the selection committee.







10. Details of present post held (if any): .....

.....

.....

11. Details of Employment/experience (Attested copies of 'Experience Certificates' to be attached):

| Office/Instt. | Position held | regular/temporary/permanent | Level as per 7 <sup>th</sup> CPC | Exact dates to be given (indicate day, month & year) |    | Nature of duties |
|---------------|---------------|-----------------------------|----------------------------------|--|----|------------------|
|               |               |                             |                                  | From   | To |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |

12. Computer Skills:

.....

.....

13. Sp. Course / Certification:

.....

.....

14. Certificate by the applicant:

I..... State that I have gone through the eligibility criteria for the post of ..... in MSRVVP, as notified in the website of the MSRVVP and certify that I am eligible to be considered for the post

Date:

Signature of the applicant



**Pro-forma of application for the post of Private Secretary  
(On Deputation)**

Self-attested  
photograph to  
be pasted here

1. **Post Applied for :** .....
2. **Name of the Applicant:** .....
3. **Father's / Spouse Name:** .....
4. **Date of birth:** ..... / ..... / ..... **Age on closing date:** .....
5. **Category:** SC / ST / OBC / EWS / etc.....
6. **Aadhaar No. :** .....
7. **Correspondence Address with Pin code, Telephone Number & Email ID:**  
.....  
.....  
.....  
.....
8. **Permanent Address with Pin code, Telephone Number & Email ID:**  
.....  
.....  
.....  
.....
9. **Employer Address (Controlling Authority / Office):**  
.....  
.....  
.....  
.....



10. Educational Qualification: .....

| S. No. | Name of Course / Exams Passed | University / Institution Board | Duration of the Course | Year of Passing | Main subjects taken | Subject of Specialization | Div./ Class & % of Marks |
|--------|-------------------------------|--------------------------------|------------------------|-----------------|---------------------|---------------------------|--------------------------|
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |
|        |                               |                                |                        |                 |                     |                           |                          |

11. Computer Skills:

.....  
 .....

12. Sp. Course / Certification:

.....  
 .....

13. Details of present post held (if any) : .....

.....  
 .....  
 .....



14. Details of Employment/experience (Attested copies of 'Experience Certificates' to be attached):

| Office/Instt. | Position held | regular/temporary/permanent | Level as per 7 <sup>th</sup> CPC | Exact dates to be given (indicate day, month & year) |    | Nature of duties |
|---------------|---------------|-----------------------------|----------------------------------|--|----|------------------|
|               |               |                             |                                  | From   | To |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |
|               |               |                             |                                  |  |    |                  |

15. Details of departments where worked: .....

.....  
 .....  
 .....

16. Attested copies of APARs for the last five years: (To be enclosed by the Deptt where presently working)

.....

17. Certificate by the applicant:

I.....state that I have gone through the eligibility criteria for the post of.....in MSRVVP, as notified in the website of the MSRVVP and certify that I am eligible to be considered for the post of ..... on "Deputation" basis. I also certify that I am within the age limit of 55 years as on the last date for receipt of application.

Date:

Signature of the applicant



18. Forwarding of application by the Department:

Certified that the above information furnished by the applicant Shri/ Ms.....have been verified from his/her service records and have been found to be correct. Shri/ Ms. ....is within the age limit of 55 years as on the last date for receipt of application as per his/her date of birth recorded in his/her service book. Certified copies of APARs for the last five years of Shri/ Ms.....are enclosed. His/ Her application for the post of ..... in MSRVVP is hereby forwarded with the approval of the competent authority. In the event of his/her selection for the said post, the department will relieve him/ her immediately for taking up the post of ..... in MSRVVP, Ujjain. It is further certified that there is no vigilance case pending or contemplated against Shri/Ms.....

|       |  |
|-------|--|
| Date: | Signature of the authorized officer of the Department forwarding the application for the post of ..... in MSRVVP |
|-------|--|