

**MAHARSHI SANDIPANI RASHTRIYA VEDA VIDYA PRATISTHAN(MSRVVP)**

(An autonomous organization of Ministry of Human Resource Development, Government of India)

*Veda Vidya Marg, Chintaman Ganesh, P.O. Jawasia, UJJAIN – 456006, M. P*

**Circular for the post of SECRETARY**

Applications are invited for the post of Secretary, MSRVVP from eligible candidates in the prescribed proforma through proper channel. The Main objective of the Pratishtan is to preserve, conserve and develop the traditional oral study of Vedas through Pathasalas and to support traditional Vedic institutions and scholars. The application form can also be downloaded from the M/o HRD's website [www.mhrd.gov.in](http://www.mhrd.gov.in) as well as from MSRVVP's website: [www.msrvvp.in](http://www.msrvvp.in).

**Pay Scale:** Pay Band PB-4 Rs. 37,400-67,000/- plus Grade Pay of Rs. 10,000/-

**Duties of Secretary:**

- i) The Secretary shall be the whole time salaried Principal Academic and Executive Officer of the Pratishtan.
- ii) The Secretary shall exercise general supervision and control over the affairs of the Pratishtan and give effect to the decisions of all the authorities of the Pratishtan.
- iii) The Secretary shall be ex-officio Member-Secretary of all the authorities of the Pratishtan.
- iv) It shall be the duty of the Secretary to see that the Memorandum of Association and rules and bye-laws are duly observed, and he shall have all the powers necessary for such observance
- v) The Secretary shall have such other powers and duties as may be assigned to him by the Governing Council
- vi) The Secretary may, with the concurrence of the Governing Council, delegate in writing any of his powers and functions to any other officer appointed under the rules.
- vii) The Secretary shall prescribe all the duties of the officers and staff of the Pratishtan and shall exercise such supervision and disciplinary control as may be necessary.

*Note:* She/He shall be answerable to the authorities of Pratishtan, presided by Chairperson/Vice-Chairman and shall comply with the duties assigned by them.

## Qualifications & Experience:

**Essential:** The qualification prescribed for the post of Professors of a Central University, i.e.

i). An eminent scholar with Ph. D. in the concerned/allied/relevant discipline and published work of high quality; actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers.

ii). A minimum of ten years of experience in teaching and/ or research in the concerned/allied/relevant discipline in a University/ National Level Institution/ college, with experience of guiding candidates for research at doctoral level.

**Desirable:** Experience of minimum 5 years as head of an academic institution (including the Head of Department in a College or University) or experience in administrative capacity in a Government, local body or autonomous organization preferably connected with the area of education/languages.

**Method of Recruitment:** By transfer on deputation from among officers under the Central/State Government/Universities/autonomous bodies holding analogous posts.

**Age limit and tenure:** Not more than 55 years. The Secretary will be appointed for a term of 5 years or the age` of 60 years, whichever is earlier. *The Pratishtan* may give a second term of appointment to an incumbent without going through the selection procedure, provided that the condition of the maximum age of 60 years is not violated.

**Last Date:** Duly filled up applications complete in all respects and forwarded through Proper Channel by the concerned University/College/Department, etc. should reach ***Shri R Sitarama Murthy, Deputy Secretary (Languages), Ministry of HRD, Room No. 207, C-wing, Shastri Bhavan, New Delhi – 110 001 by 10-12-2015.***

**Note:** 1. The applicants should submit their applications through proper channel along with Integrity Certificate and a certificate to the effect that no disciplinary proceedings are pending or contemplated against the officer. The A.C.Rs of the last 5 years may also be forwarded alongwith the application. If ACRs are not applicable to the candidates, a specific mention of the same must be made by the forwarding institutions.

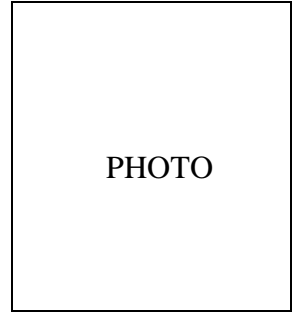
2. Those applications- not containing adequate information and supporting documents/ not forwarded by the competent authority/ not received within the stipulated time- will be rejected.

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## PROFORMA OF APPLICATION

Application for the post of Secretary, Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain.

1. Name *and Address* (in Block Letters): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



(a) *Mobile phone Number:*

(b) *E-mail ID:*

(c) *Permanent Address:*

2. Date of Birth: \_\_\_\_\_

3. Names of the parents:

4. Date of retirement under Central/State Government Rules: \_\_\_\_\_

5. Educational Qualifications:

(If any qualification has been treated as equivalent to the one prescribed in the rules, State the authority for the same. Use separate sheet with your signature if necessary)

<b>Examination Passed</b>	<b>Year of Passing</b>	<b>Subject (s)</b>	<b>Board/University</b>	<b>Grade and % of marks obtained</b>

6. Research Experience:

A. Projects:

Sl. No.	Theme of the Research Project	Funding Agency and Amount	Duration From – To

B. Research Guidance: (Separate Sl. Nos. for M. Phil. And Ph. D. )

Sl. No.	M.Phil Ph.D	Name of the Research Scholar	Research Topic	Year of Award

7. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature.

Office/Institution	Post Held	From	To	Scale of Pay and Basic Pay	Nature of duties (in detail)

8. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post of the Secretary. \_\_\_\_\_

9.	Nature of present employment i.e. Adhoc or Temporary or Quasi- Permanent or Permanent	:	
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10.	In case the present employment is held on deputation/contract basis, please state	:	
	a) The date of initial appointment	:	
	b) Period of appointment on deputation/contract	:	
	c) Name of the parent office/organization to which you belong	:	
11.	Additional details about present employment. Please State whether working under (indicate the name of your employer against the relevant column)		
	Central Govt.	:	
	State Govt.	:	
	Autonomous Organization	:	
	Government Undertaking	:	
	Universities	:	
	Others	:	
12.	Please state whether you are working in the same Department	:	
13.	Are you in Revised Scale of Pay? If Yes, give the date from which the revision took place and also indicate the pre-revised scale	:	
14.	<i>Scale of Pay with Grade Pay and total emoluments per month now drawn</i>	:	
15.	Additional information, if any, which you would like to mention in support of your suitability for the post. (This among other things may provide information with regard to (i) Additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular) (Note: Enclose a separate sheet, if the space is insufficient)	:	
16.	Whether belongs to SC/ST	:	
17.	Remarks (The candidates may indicate information with regard to (i) Research publications and reports and special projects (ii) Awards/Scholarship/Official Appreciation (iii) Affiliation with the professional bodies/institutions/societies and (iv) any other	:	

	information. ( Note: Enclose a separate sheet, with your signature if the space is insufficient)		
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I declare that the details given above are true and that I have carefully gone through the vacancy circular and I am well aware that the Curriculum-Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post.

Signature of the Candidate

Station:

Date

**FORWARDING NOTE BY THE EMPLOYER**

It is certified that:

- 1) As per the service records of the applicant information given in the above proforma is correct.
- 2) The applicant is clear from vigilance angle.
- 3) The integrity of the applicant is beyond doubt.
- 4) No major/minor penalty has been imposed on the applicant during the last the (10) years.
- 5) The cadre controlling authority of the applicant has given clearance to enable him/her apply for the post.
- 6) Attested copies of the last five(5) years of the applicant's Annual Confidential Report/Annual Performance Appraisal Report has been enclosed while forwarding this application.

Countersigned by the authorized signatory on behalf of the employer

(Seal of the authorized signatory)

Place: \_\_\_\_\_

Date : \_\_\_\_\_

**Department of Higher Education**

(for official use)