



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

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Advertisement No. :

F.No. 3-4/2021(A&F)/MSRVVP/1632

Dated: 01-03-2025

Applications(**in offline mode only**) 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	Method of Recruitment	No. of post	Reservation
1	Private Secretary	B – Level -7	Deputation/ Direct Recruitment	1	Unreserved
2	Accountant	B – Level -6	Direct Recruitment	1	Unreserved
3	Jr. Stenographer	C – Level -4	Direct Recruitment	1	Unreserved
4	Lower Division Clerk	C – Level -2	Direct Recruitment	2	1- Unreserved 1- OBC
<b>Total</b>				<b>5</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, application form, application fee 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: 01 - 07 March, 2025

Last date for receipt of applications: 15<sup>th</sup> April, 2025

Application form, with other necessary documents and the prescribed application fee (Demand Draft), should be submitted **by speed post or hand delivery only.**

SECRETARY,

MSRVVP, UJJAIN

## Details of Posts –

### 1 Private Secretary: Group B, Level-7 (44900 - 142400) of Central Govt.

**No. of Posts: 1 - Deputation, failing which by Direct Recruitment**

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

**a) For Deputation:** Officers of the Central Govt., educational & research institutes, universities, autonomous bodies etc. and (i) holding analogous post on regular basis in the parent cadre or department; or (ii) with five years' regular service in the stenographers grade in the Pay Level-6 of Central Govt. 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 Govt. shall ordinarily not exceed five years. 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.

**b) For Direct Recruitment:**

(1) Bachelor's Degree,

(2) A speed of 120 wpm & 50 wpm in shorthand & typing respectively.

(3) At least 3 years' experience of working as stenographer or Personal Assistant in pay Level of L-6

**Age Limit:** 30 years (For DR Candidates) (Relaxable for Government servant upto 5 years in accordance with the instructions issued by the Central Government as per DoPT Guidelines)

Note: The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.

**(Pl. also see the specific clause relating to this post in the "General Terms & Conditions").**

### 2 Accountant: Group B, Level-6 (Rs. 35400-112400) of Central Govt.

**No. of Post –1- Direct Recruitment**

**Eligibility for the post of Accountant:**

**Essential**

i) Bachelor's Degree of a recognized University.

ii) Two (02) years of regular experience in 7<sup>th</sup> CPC pay scale in handling finance, budget and accounts and audit work in one of the following:

(a) Govt. departments.

(b) Govt. Universities & Govt. Research Institutes.

(c) Govt. Autonomous Organisations.

**Age Limit:** 35 years "(Relaxable for Government servants' upto 5 years in accordance with instructions issued by the Central Government / DoPT from time to time)

**3. Jr. Stenographer: Group C, Level – 4 (Rs. 25500-81100) of Central Govt.,  
No. of Post: 1 – Direct Recruitment**

**Eligibility for the post of Jr. Stenographer:**

**Essential:**

(1) 12th Class pass or equivalent from a recognized Board or University.

(2) Skill Test Norms:

Dictation: 10 mts @ 80 w.p.m.

Transcription: 50 mts. (Eng)

65 mts. (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.)

**Note:** The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.

**4. Lower Division Clerk: Group C, Level – 2 (Rs. 19900 - 63200) of Central Govt.,  
No. of Posts: 2 – Direct Recruitment (01 - Unreserved, 01- OBC)**

**Eligibility for the post of Lower Division Clerk:**

**Essential:**

(1) 12th Class pass or equivalent from a recognized Board.

(2) Typing speed 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:** The crucial date for determining the age-limit shall be the closing date for receipt of applications from candidates in India.

## General Terms & Conditions:

- a) Application form, as prescribed, may be filled only through **offline mode** and should be sent **by speed post or by hand delivery only** to reach Pratishtan's office within 45 days from the date of advertisement i.e. on or before 15<sup>th</sup> April, 2025 to the following office address.

Secretary,  
Maharshi Sandipani Rashtriya Veda Vidya Pratishthan,  
Veda Vidya Marg, Chintaman Ganesh,  
Post - Jawasiya, Ujjain, Madhya Pradesh - 456006

- b) **Non- Refundable Application fee of Rs. 1000/- + 18% GST= Rs. 1180/- (Rupees one thousand one hundred and eighty Only)** will have to be paid by all candidates, except candidates belonging to SC, ST, Women and PwBD and also under Deputation category through Nationalized Bank Demand Draft in favour of Maharshi Sandipani Rashtriya Veda Vidya Pratishthan, Ujjain, payable at Ujjain.
- c) Applicants who are employed in Government, Semi-Government Organisations or Institutions/ Govt. autonomous bodies should send their application through proper channel or a **NO OBJECTION CERTIFICATE** with Vigilance Clearance Certificate from the present employer.  
**NO such Candidates will be allowed to appear for the recruitment process without NOC under any circumstances. (As per application form)**
- d) Candidates who are willing to join on issue of offer of appointment may only apply, along with NOC & Vigilance Clearance certificate from the present department.
- 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, including termination, will be taken.
- f) Pratishtan reserves the right to modify / cancel/ withdraw this advertisement and the recruitment process at any stage due to any reasons, by issuing a notification only through its website. No correspondence or enquiries will be entertained in this regard.
- g) No enquiries will be entertained and canvassing in any form will be treated as a disqualification.
- h) Age for (SC/ST/OBC/ Disabled person/ Central Govt. Employee) different categories will be relaxed as per Central Government norms.
- i) If any candidate wants to apply for more than one post, he/she should submit separate applications with all necessary documents and fees for each post.
- j) The period of experience rendered by a candidate on part-time basis, daily wages, outsource, contractual etc. will not be counted while calculating the valid experience for shortlisting the candidates for the interview/ written test / skill test.
- k) The decision of the Competent Authority at MSR VVP Ujjain in all matters relating to eligibility, acceptance or rejection of any/all applications, fixing the shortlisting criteria, the equivalence of qualifications, mode of screening/selection, the conduct of interview, will be final and binding on the candidates. **Mere fulfilling the eligibility criteria as per RRs will not entitle the applicants to be shortlisted for selection.**

- l) The Pratishtan solely reserves the right not to fill all or any of the advertised positions/ number of posts in all positions without assigning any reason.
- m) All appointments by the Pratishtan shall be provisional. The Institute may verify the antecedents or documents submitted by a candidate. In case it is found at any time that any of the facts/documents submitted by the candidate are false or tampered or the candidate has doubtful antecedents/background and has suppressed the said information, his/her candidature shall stand cancelled and services may be terminated without any notice period.
- n) **Specific clause for the post of Private Secretary:** Applications for “Deputation Mode” will be considered first and if any suitable and eligible candidate is selected for the post and he /she joins the post, applications for “Direct Recruitment Mode” will not be considered for any further action.
- o) Application fee will not be refunded in any circumstances.

## **Responsibilities of the applicants:**

1. The application should be sent in an envelope superscribing the post applied for so as to reach the following on or before 15<sup>th</sup> April, 2025 to the following office address.

Secretary,  
Maharshi Sandipani Rashtriya Veda Vidya Pratishthan,  
Veda Vidya Marg, Chintaman Ganesh,  
Post - Jawasiya, Ujjain, Madhya Pradesh - 456006

2. The applicants must check and ensure that they fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of the application. No enquiry in this regard will be entertained.
2. The Pratishthan reserves the right to devise its shortlisting criteria for the positions advertised. The duly constituted Screening Committee will shortlist the candidates adopting such criteria. The candidate should, therefore, mention in the application all the qualifications and experience in the relevant area over and above the minimum prescribed qualification, supported with documents and ensure that all details are in full and accurate.
3. The Pratishthan shall process the applications entirely on the basis of information/documents submitted by the candidates. In case the information/documents are found to be false/incorrect by way of omission or inclusion, the responsibility and liability shall lie solely with the candidate and the candidate alone would be responsible for consequences if any.
4. Any matter for which no specific instruction has been given shall be decided by the Pratishthan and the decision shall be final and binding on the applicants.
5. Legal disputes, if any, will be restricted within the jurisdiction of Distt. Ujjain, Madhya Pradesh only.
6. Incomplete applications or applications not accompanied by the requisite supporting documents or received after the last date is over, will not be considered.
7. For positions on Deputation - Period of deputation shall be initially for a period of three years. unless extended or reduced. It is requested that the filled-in application in the prescribed proforma, from the eligible candidates should be forwarded so as to reach this office latest by 15<sup>th</sup> April, 2025 along with the following documents
  - No Objection Certificate
  - Copy of ACRs/APARs of the preceding five years;
  - Vigilance Clearance Report or Integrity Certificate.
  - Statement on Minor/Major penalty for the last 10 years, if any.