

21.8.22  
25.10.22

F. No. 12025/2022-Estt./LDCE/CSU/ 3937  
**CENTRAL SANSKRIT UNIVERSITY**  
Janakpuri, New Delhi-110058

Dated: - 18.10.2022

**NOTIFICATION**

It is notified for information among all regular Non-Teaching employees working at the Campuses / Headquarter Office of the Central Sanskrit University, Delhi that the University has decided to conduct Limited Departmental Competitive Examinations (LDCEs) for promotion to the vacant posts of Section Officer, Assistant, Stenographer Grade-I under 40% quota and to the post of LDC under 20% quota, in accordance with provisions contained in Regulations of Recruitment Rules and Service Conditions of the Non-Teaching Employees - 2022. The detail of posts under LDCE quota, pay level and eligibility criteria as contained in Recruitment Rules for the posts, etc. are given hereunder. -

**I. Posts under LDCE quota.**

Sl. No.	Name of the Post	Pay Matrix & Pay Level
1.	Section Officer	Pay Level - 7 (Rs. 44900-142400)
2.	Assistant	Pay Level - 6 (Rs. 35400-112400)
3.	Stenographer Grade-I	Pay Level - 6 (Rs. 35400-112400)
4.	LDC	Pay Level - 2 (Rs. 19900-63200)

**II. Eligibility criteria for promotion under LDCE quota in respect of the posts.**

Sl. No.	Name of the Post	Eligibility Criteria
1.	Section Officer (40% quota)	At least 3 years of service as Assistant or Stenographer Grade-I and qualifying the limited departmental test conducted by the University
2.	Assistant (40% quota)	(i) 3 years of regular service as UDC. (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India & UGC Rules.
3.	Stenographer Grade-I (40% quota)	(i) 3 years continuous satisfactory service as Stenographer Grade-II. (ii) Proficiency in computer operation, noting and drafting, knowledge of Govt. of India/UGC Rules.
4.	LDC (20% quota)	(i) 20% recruitment by Limited Department Competitive Examination (LDCE) from amongst the Group C Staff of CSU in the Pay Matrix Level-1 as per 7th CPC and who possess Senior Secondary (10+2) or equivalent qualification and have rendered 3 years of regular service in the grade.

		(ii) Essential - 12 <sup>th</sup> Class or equivalent qualification from a recognized Board or University. (iii) Typing/Skill Test norms on Computer-English typing @ 35 w.p.m. or Hindi/Sanskrit typing @ 30 w.p.m. (time allowed 10 minutes). (35 w.p.m. and 30 w.p.m. correspond to 10500 KDPH and 9000 KDPH respectively on an average of 5 key depressions for each word.)
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- Note: - (i) Promotion under LDCE quota shall be made on the recommendation of the Departmental Promotion Committee (DPC) as per available vacancies and the Reservation Roster.
- (ii) It is mandatory to secure the percentage of marks prescribed in both the written and the skill tests for consideration for promotion.
- (iii) The merit of the candidates shall be drawn based on the marks obtained in written test(s) subject to qualifying the skill test, as applicable.

The Scheme of Examinations for the Limited Departmental Competitive Examination (LDCE) in respect of the above said posts will be notified in due course. Employees possessing the requisite eligibility conditions for promotion to the above posts under LDCE quota, may submit applications Online through Link ([sanskritn.samarth.edu.in](http://sanskritn.samarth.edu.in)) given in the University's Website [www.sanskrit.nic.in](http://www.sanskrit.nic.in) under "Faculty Corner" heads, latest by 04.11.2022.

This is issued with the approval of Competent Authority.

*R.K. Barman*  
18.10.2022  
(Prof. Ranjit Kumar Barman)  
Registrar (I/c)

Copy to:

- (1) The Directors of all the Campuses with the request to circulate this notification among all concerned Non-Teaching employees in the Campus(es).
- (2) All Sectional Heads in the Headquarter Office of the University with the request to circulate this notification among all concerned Non-Teaching employees at the Headquarter Office.
- (3) PS to VC for kind information of Hon'ble Vice Chancellor
- (4) Registrar's Office
- (5) P.O./ICT I/c - for uploading on the University website.
- (6) Guard file