



CENTRAL SANSKRIT UNIVERSITY,
(Established by an Act of Parliament)
JAIPUR CAMPUS
Triveni Nagar, Gopalpura Bypass, Jaipur
(Rajasthan) - 302018



F.No. CSUJ/Adv.03/2023-24/

Dated: 03.04.2024

WALK-IN-INTERVIEW

S. No.	Name of Contractual Position	Period of Engagement	Consolidated Remuneration	Date & Time of Interview
1.	Consultant (Finance & Accounts)	11 months initially subject to continuation	Rs. 50000/- per month	10.04.2024 & 11:30 AM
2.	Technical Assistant	as per requirement.	Rs. 35000/- per month	10.04.2024 & 02:00 PM

Detailed advertisement containing requisite qualifications, other eligibility criteria, experience required, nature of duties etc. in respect of above contractual position is available in campus website : <https://www.csu-jaiipur.edu.in/>

Director

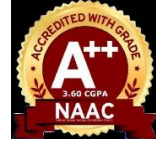


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Date: 03.04.2024

**Proposed Qualifications & Nature of Duties for
Consultant (Finance and Accounts)**

Remuneration:-Rs. 50,000/- per month fixed (Full time)

Age:- Preferably above 55 years.

Note:- This vacancy is post-retirement engagement with experience. Preference will be given for those persons who retired from Central/State Govt. universities/institutions or retired as Sr. AO/AO from Indian Audit and Accounts Departments.

Educational & Other qualifications:-

Essential:-

I. Master's degree (preferably in commerce/M.B.A-Finance).

Or

Bachelor's Degree in Finance, Accounting, Economics or related field.

II. Five years of experience in the relevant filed.

Desirable:-

I. MBA from a Recognized University.

I. Proven work experience as a Financial Consultant, Financial Adviser, or similar role.

II. Hands-on experience with accounting software and statistical packages.

III. Good knowledge of fiscal policies.

IV. Excellent analytical skills, along with the ability to create detailed reports and spreadsheets.

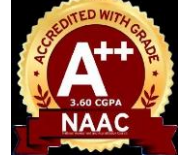
Nature of Works:-

- Review the accounting procedures and recommend improvements.
- Develop and submit annual budget plan and finance plan to senior management for approvals.
- Monitor and manage all expense within the allotted budget.
- Prepare and submit monthly financial report and expense report to management.
- Perform financial analysis to support institution development planning.
- Create and maintain financial models to achieve set goals.
- Guide and motivate university team to enhance productivity and revenue.
- Any other work pertaining to financial matters.

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WALK-IN-INTERVIEW FOR ENGAGEMENT OF TECHNICAL ASSISTANT ON CONTRACT BASIS

Eligible candidates are invited for walk in interview for engaging Technical Assistant on contract basis in Central Sanskrit University, Jaipur Campus. Details about the proposed contractual engagement are as following:-

Sl. No.	Contractual positions, No. of positions, Age limit, Remuneration and period of engagement	Qualifications & Experience for engagement	Nature of duties of engagement
1.	Technical Assistant – 01 position Age limit: 35 years. Remuneration: Rs. 35,000/- p.m. fixed. Period of engagement for 11 months.	<u>Essential:</u> MCA/B.E./B.Tech in Computer Science/ Information Technology or (allied subjects with ICT Knowledge) from AICTE approved/UGC recognized institute/university with minimum 60% in aggregate (or equivalent grade) <u>Desirable :</u> <u>One year</u> experience in handling ICT aspects of an implementation project/monitoring & managing the ICT infrastructure for an IT project including database management, e-office impletation, hosting servers, SAN, network, firewall etc. <u>Note:</u> Preference will be given for experience in Govt. recognized educational institutions/organizations or any other Govt./PSU/NGO/Pvt. Education sector in handling ICT related services.	<ol style="list-style-type: none">1. Implementation of e-Office, SAMARTH-ERP project.2. Production of e-Content and Self-Learning e-Modules (SWAYAM –MOOCs, e-PG Pathshala)3. Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/ Seminar/Conference/ Extra & Co-curricular) of CSU.4. LMS and Data Management.5. Admission, Examination and Result processing.6. Developing Digital Classrooms, Audio-Video Labs.7. Digitization of Manuscripts/ Books.8. Production of e-Books/Audio books.9. Any other related assignment directed from time to time.

1. Interested candidates may appear for 'Walk-in-Interview' with their "Curriculum Vitae" in duplicate alongwith true copies of requisite certificates of qualification and experience and also keep original certificates for verification.
2. **Walk in Interview will be conducted on 10.04.2024 at 02:00 PM. Candidates are advised to appear for the Walk-in-Interview one hour before the scheduled time.**
3. No other compensation/perks apart from consolidated remuneration will be admissible, even if the engaged person attends office on holidays and work is beyond normal office hours.
4. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
5. The engagement is purely contractual. The selected person will have no claim for regularization on the basis on this engagement.
6. The University/Campus reserves the right to terminate the engagement any time before the stipulated time, without assigning any reason.
7. The University/Campus reserves the right whether to make engagement of Technical Assistant as per advertisement or not.
8. If there exists any controversy in selection process for any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice Chancellor, CSU shall be final.
9. Engagement of the selected Technical Assistant shall automatically expire at the end of the prescribed engagement period, if not extended by the Competent Authority.

Director