

Central Sanskrit University
Established by an Act of Parliament, under Ministry of Education, GOI.
Ekalavya Campus, Agartala

Date:- 25.06.2024

WALK-IN-INTERVIEW FOR CONSULTANT (FINANCE & ACCOUNTS)

Applications are invited from the retired eligible and self-motivated candidates having required qualifications & experience from Central / State Governments Universities/Institutions or retired as Senior Accounts Officers / Senior Audit Officers from the Indian Audit & Accounts Department, Govt. of India or equivalent as under:

Name of the post	Essential Qualification	Tenure of the engagement	Monthly remuneration	Date & Time of reporting/Place of Walk-in-interview.
Consultant (Finance & Accounts)	Master's Degree in Commerce / M.B.A. In Finance from a recognized university / Institute with a OR Bachelor's Degree in Finance, Accounting, and Economics or relevant field. Age Preferably above 55 years as on 01 March 2024.	Contract basis for a period of 11 (eleven) months.	Option - A for full time:- Rs 50000/- per month fixed. OR Option – B for part Time 11.00 AM to 04.00 PM:- Rs. 30,000/- per month fixed.	The date of Walk-in Interview will be intimated to short listed candidates through their respective e-mail IDs / Whatsapp numbers in well ahead. <u>Office of the Director</u> Central Sanskrit University, Ekalavya Campus, Lembucherra. Agartala.

Interested candidates are suggested to **submit their applications in the prescribed two pages format available at our website**, along with **one set of self-attested all supporting documents in a single PDF within 10 days** from the date of publishing this advertisement for offering their candidature to the email ID: csuelcfc@gmail.com

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.

NOTE

- This vacancy is post-retirement engagement having minimum of 05 years working experience in the Finance & Accounts area. **Preference will be given to Retired Persons for full time engagement.**
- Candidates are hereby advised to bring their all relevant documents in original **during walk- in- interview for prima facie verification of submitted documents.** Mere fulfilment of the eligibility criteria will not confer any right on them for engagement. **Short listing process** will be followed in case of mass eligible candidates.

Application Format, may be downloaded from the campus website: www.csu-agartala.edu.in



DIRECTOR

निदेशक / Director

केन्द्रीय संस्कृत विश्वविद्यालय / Central Sanskrit University
एकलव्य परिसर, अगरतला / Ekalavya Campus, Agartala



CENTRAL SASNKRIT UNIVERSITY
 Ekalavya Campus, Agartala (West Tripura)
 (Established by an Act of Parliament)
 Ministry of Education, Govt. of India
 Accredited with 'A++' Grade by NAAC



Application Format for the position of Consultant (Finance & Accounts)

I – Personal Details			
Post Applied for	Consultant (Finance & Accounts)		
	(Tick any One)	Full Time	
Full Name (In Capital Letters)			Paste (do not staple) a recent passport size photograph of the applicant
Address			
Age (as on 01/03/2024)	Years:	Birth Date / /	
Gender			
Marital Status			
Email ID			
Mobile No.			
WhatsApp No.			
Category	GEN / GEN (EWS) / SC / ST / OBC / PH / OTHER (Specify _____)		

II – Educational Qualifications			
Institute Name, Degree & Examination Name	Board / University	Year of Passing	Percentage/ Awarded
Matriculation			
HSC (specialization in)			
B.Com (specialization in)			
M.Com (specialization in)			
MBA (Finance)			
Other Qualification if, have:			

III – Working Experience				
Post Name (Holding Positions)	Name of the Organizations	From	To	Remuneration per month
Date of Retirement				
Total Experience in	Years:	Month:	Day:	
Last Pay (₹):				
Professional Qualification, If any				

***Please attach detailed sheet/resume along with self-attested photocopies of relevant all documents.**

Undertaking

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement, my application/appointment (if offered/selected) shall be liable to summarily rejection/termination without notice or compensation.

I hereby declare that I possess the minimum qualification criteria for the post applied as per the advertisement.

Date: _____

Place: _____

(Signature of the Applicant)