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

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

Applications are invited from the 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 01ST 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 30000/- 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: csuelchr@gmail.com

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.**

For more information regarding **Application Format**, General Instructions & duties & responsibilities etc. please visit our website: www.csu-agartala.edu.in

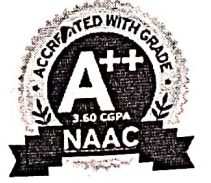
P.K. Mohanta
DIRECTOR

o/copy *260224*



CENTRAL SANSKRIT UNIVERSITY

Ekalavya Campus, Agartala
(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) | | Part Time |
| | (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 (specialisation in) | | | |
| B.Com (specialisation in) | | | |
| M.Com (specialisation in) | | | |
| MBA (Finance) | | | |
| Other Qualification if, have : | | | |

| III – Working Experience* | | | | |
|---------------------------------------|------------------------------|--------|------|---------------------------|
| Post Name (Holding Positions) | Name of the Organizations | From | To | Remuneration per month |
| | | | | |
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| | | | | |
| | | | | |
| | | | | |
| Total Experience in | Year: | Month: | Day: | |
| Last Pay (Rs.): | | | | |
| 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)

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General Instructions

1. Interested candidates must download the **Consultant (Finance & Accounts) Application Form** and fill all the information required and send their **Application and Resumes** to csuelchr@gmail.com
2. On or before ten days, 17:00 HRS, after publication of the advertisement the interested applicants have to send their updated resume and application form to the mentioned mail ID.
3. Please use the subject line **“Application for the post of Consultant (Finance & Accounts)”** in the email or else your application will not be considered.
4. The prescribed qualifications and/or experience shall be the minimum, and the mere fact that a candidate possesses, the same shall not entitle him/her to an interview. Central Sanskrit University, Ekalavya Campus shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
5. The contractual appointment shall end on the stipulated date of expiry of the contract in the appointment letter. Selected candidates shall have no right to renewal, extension of conversion into permanent or any other employment.
6. The University retains the discretion not to make any appointment to this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirements, with due consideration to the objective and purpose of the University.
7. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Central Sanskrit University, Ekalavya Campus reserves the right to take appropriate action against such candidates.
8. Applications will not be considered after the last date. The short-listed candidates will be called for interviews (online/offline) after a due screening of the applications through email only. The mode of the Interview will be informed to the shortlisted applicants via mail/whatsapp.
9. All the candidates have to download and duly fill the **‘Application Form’** for the post of **Consultant (Finance & Accounts)** from the University website, and bring along with them the **“Brief Application Form”** for the interview.
10. The Application Form should be neatly and legibly filled or typed preferably in at least **12 Garamond font size**. The Candidates also need to send the relevant documents regarding educational documents and experience certificates in a **single PDF**.
11. The filled form should be produced at the time of document verification with all necessary documents with true copies.
12. The candidates are required to bring/send/mail three copies of their resume with a photograph, affixed on all copies, original and one set of photocopies of their Academic certificates, Experience certificate and other documents.

13. Read carefully the qualification & experience for the requirements of the relevant discipline and apply only if you have the requisite qualifications and experience.
14. Only shortlisted candidates will be called for interview. Shortlisted candidates will be intimated for the Interview via email/ Phone.
15. The University will contact the applicant if additional information is needed during the screening process or if the case is recommended for further processing. Incomplete applications will not be considered for the hiring process.
16. The appointment shall be governed by the rules, regulations and/or decisions of the Central Sanskrit University, Ekalavya Campus.
17. Last Date of applying for the position is on or before ten days, 17:00 HRS, after publication of the advertisement.
Note: Applications will not be considered after the above-mentioned deadline.
18. **Email Address** for any queries or mailing of applications: csuelchr@gmail.com
19. Only selected applicants will be notified through email or phone, unsolicited attempts to contact the school or university administration regarding the status of your application may result in disqualification.
20. Central Sanskrit University, Ekalavya Campus reserves the right to cancel the recruitment at any stage without giving a reason.

Director

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26/05/2023