



CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India]
56-57, Institutional Area, Janakpuri
New Delhi-110058

Date: 11/08/2022

WALK-IN-INTERVIEW FOR ENGAGEMENT OF CONSULTANT (FINANCE & ACCOUNTS) AND ACCOUNTS ASSISTANT ON CONTRACT BASIS

Eligible candidates are invited for walk-in-interview for engagement of Consultant (Finance & Accounts) and Accounts Assistant at Headquarter Office of the University at Janakpuri, New Delhi-110058, purely on temporary and contract basis for a period of 11 months. Number of contractual positions, Qualification, Experience, fixed remuneration, nature of duties and schedule of interview are as follows:-

S.No.	Name of post	Qualification	Nature of Duties
1.	<p>Consultant (Finance & Accounts) [One Position]</p> <p>Remuneration: Rs.60,000/- per month fixed.</p> <p>Age :- Preferably above 45 years.</p> <p>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.</p>	<p>Essential:</p> <p>(i) Master's degree (preferably in commerce / M.B.A-Finance).</p> <p style="text-align: center;">Or</p> <p>(ii) Bachelor's Degree in Finance, Accounting, Economics or related field.</p> <p>(iii) Five years of experience in the relevant filed.</p> <p>Desirable:</p> <p>(i) MBA from a Recognized University.</p> <p>(ii) Proven work experience as a Financial Consultant, Financial Adviser, or similar role.</p> <p>(iii) Hands-on experience with accounting software and statistical packages.</p> <p>(iv) Good knowledge of fiscal policies.</p> <p>(v) Excellent analytical skills, along with the ability to create detailed reports and spreadsheets.</p>	<ul style="list-style-type: none">• 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.

2.	<p>Accounts Assistants [Two Positions]</p> <p>Remuneration: Rs.35,000/- per month fixed.</p> <p>Age :- Preferably above 30 years.</p> <p>Note: Preference will be given to those persons who have at least 5 years experience in Finance/Accounts work from other similar organization.</p>	<p>Essential:</p> <p>(i) Bachelor Degree in Commerce/BBA-Finance/ C.A. Inter.</p> <p>(ii) At least 5 year experience of Accounting works alongwith consolidation of Annual Accounts of University/ Autonomous Bodies.</p> <p>(iii) Experience in Bank reconciliation work</p> <p>Desirable:</p> <p>(i) Knowledge in Computer Applications.</p> <p>(ii) Hands-on experience with accounting software and statistical packages.</p> <p>(iii) Knowledge of Audit Works.</p>	<ul style="list-style-type: none"> • Preparation of the monthly DATA report for onward submission to UGC. • Calculation of Income Tax on Salary of Employees and on pension of Pensioners. • Preparation of quarterly details of TDS for submission. • Reconcile work of all Accounts of CSU, Delhi Headquarter Office. • Preparation of Annual Accounts. • Assisting in Internal Audit of the University. • Trial balance and Ledger posting and any other work pertaining to Finance Section.
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2. Interested candidates may walk in Interview with their "Curriculum Vitae" and facsimile of requisite certificates of qualification and experience alongwith original certificates for verification.
3. **Walk in Interview will be conducted on 20.08.2022 at 10.00AM at Conference Hall, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi - 110058. Candidates are advised to attend for the walk-in-interview one hour before the scheduled time.**
4. No other compensation apart from consolidated remuneration will be admissible, even if attend office on holidays and work beyond normal office hours.
5. The engagement on above positions, are purely on temporary and contractual basis for a fixed period.
6. The University reserves the right to terminate this engagement any time even before the stipulated time, without assigning any reasons.
7. The University reserves the right whether to make engagement as per advertisement or not.
8. If there exists any controversy in selection process or any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice-Chancellor, CSU, Delhi shall be final.

Registrar I/c