

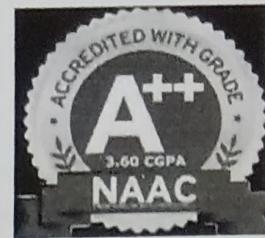


# CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament)

## Bhopal Campus

Sanskrit Marg, Baghsewaniya, Bhopal,  
Madhya Pradesh-462043



No. F.4 (421)/CSU/BC/Admin/Misc.-Recruitment-Consultant/2025-26/1603

Dated: 02.01.2026

### **ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (FINANCE AND ACCOUNTS) ON CONTRACT BASIS**

Applications are invited from Interested and Eligible candidates for engagement as Consultant (Finance and Accounts) on contract basis in Central Sanskrit University, Bhopal Campus. Details about the proposed contractual engagement are as follows:-

Sl. No.	Contractual positions, No. of Positions, Age Limit, Remuneration and Period of Engagement	Qualifications & Experience for engagement	Nature of duties of engagement
1.	<p><b>Consultant (Finance and Accounts) on Full Time basis</b></p> <p><b>Age limit: preferably above 55 years.</b></p> <p><b>Deserving Candidates with finance/ accounting background having requisite experience may also apply.</b></p> <p><b>Remuneration:</b> Rs. 50,000/- p.m. fixed.</p> <p><b>Period of engagement for 11 months.</b></p>	<p><b><u>Essential:</u></b></p> <ul style="list-style-type: none"> <li>Master's degree (preferably in commerce/ M.B.A. – Finance)</li> </ul> <p><b><u>OR</u></b></p> <ul style="list-style-type: none"> <li>Bachelor's Degree in Finance, Accounting, Economics or related field</li> <li>Five years of experience in relevant field.</li> </ul> <p><b><u>Desirable:</u></b></p> <ul style="list-style-type: none"> <li>MBA from Recognized University</li> <li>Proven Work experience as Financial Consultant, Financial Advisor or similar role</li> <li>Hands on experience with accounting software (especially Tally) and statistical package.</li> <li>Good knowledge of fiscal policies.</li> <li>Excellent analytical skills, along with the ability to create detailed reports and spreadsheets.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure timely preparation and submission of accurate, error-free Balance Sheets in the prescribed format.</li> <li>Actively participate in internal, statutory, and external audits, providing complete support and documentation.</li> <li>Serve as an audit team member for conducting Internal Audits (IA) of other campuses, as assigned</li> <li>Prepare quarterly responses to checklists issued by Headquarters (HQ) and submit reports to the Campus Director and HQ within stipulated timelines.</li> <li>Maintain comprehensive Internal Audit records in both digital and manual formats, ensuring easy retrieval and compliance</li> <li>Develop and maintain an audit observation tracking system to monitor and ensure timely resolution of all audit points</li> <li>Reconcile bank balances with books of accounts on fortnightly basis and promptly resolve discrepancies</li> <li>Ensure systematic and orderly maintenance of all accounting vouchers and supporting documents,</li> <li>Provide guidance and support to staff members on accounting procedures and related matters</li> <li>Verify and ensure that bank interest income recorded in books matches bank-issued interest certificates</li> <li>Ensure timely preparation, filing, and compliance of all TDS returns and related statutory requirements</li> <li>Coordinate with HQ for resolution of any accounting matters and compliance with GFR/GEM</li> <li>Perform any other duties related to finance and accounts as assigned by the competent authority.</li> </ul>

### **General Terms and Conditions:-**

- 1. Period of Engagement:** - The initial Engagement shall be for a period of 11 months or until further orders. The contract tenure may be extended based on the individual's performance or the CSU Bhopal's functional requirements, with the approval of the Competent Authority. The contract tenure may even be terminated before 11 months if individual's performance are not upto the satisfaction of University.
2. The candidate selected will be paid fixed remuneration/consolidated salary and no other allowance and benefits will be paid.
3. **Leave:** - (a) Contractual Manpower will be entitled for 08-days Casual Leave on prorate basis during the said period of engagement. No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower. Unavailed leave cannot be carried forward or encashed.
4. **Method of Application:**- The application for the above engagement should be submitted through e-mail only in the prescribed application form (**Annexure-I**) along with copy of necessary documents/ enclosure/ educational and experience certificates. The candidates are also required to bring that copy of Application Form on the date of interview along with documents, educational and experience certificates in original.
5. The scanned application form along with necessary documents/ enclosures should be sent to [director-bhopal@sanskrit.ac.in](mailto:director-bhopal@sanskrit.ac.in) **Last Date of Submission of Scanned Copy of Application form along with necessary documents is 11.01.2026 by 11:59 PM**. No application will be entertained after the due date.
6. Experience Certificate(s) from employer(s) should mention Pay/CTC, nature of employment, period of employment, designation (Post) and all other work experience related details which candidate has claimed in the candidate's application. Offer of appointment shall not be treated as proof of experience. It is the responsibility of the candidates to provide conclusive documentary proof(s) in support of experience claimed.
7. Based on the prescribed criteria mentioned in the advertisement, applications will be screened and a list of eligible candidates will be published on the Campus website. Only shortlisted candidates will be called for the interview and no TA/DA shall be paid for attending the interview.
8. Interview shall be held at Bhopal Campus only. No request for conduct of interview through online mode shall be entertained.
9. Eligible and shortlisted candidates must appear in the Interview along with copy of duly filled application form as given in Annexure-I with their CV (Resume) along with self- attested photocopies of certificates and testimonials. They also have to bring their original documents/ testimonials along with relevant documents on the day of Interview.
10. **Mode of Selection:** - Selection shall be made on the basis of Interview before the Selection Committee of the University.
11. The date and time of interview shall be intimated on the campus website.
12. In-case of any queries, please email to [director-bhopal@sanskrit.ac.in](mailto:director-bhopal@sanskrit.ac.in)
13. No other compensation/perks apart from remuneration will be admissible, even if the engaged person attends office on holidays and work is beyond normal office hours.
14. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.

15. If there exists any controversy in selection process for any dissatisfaction of the candidate, the decision of Vice-Chancellor, CSU shall be final.

### **Other Terms and Conditions**

1. Central Sanskrit University reserves the right to reject or accept the candidature of any candidate at any stage. The University reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
2. No correspondence will be entertained from candidates not selected for Engagement.
3. In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the engagement, Central Sanskrit University reserves the right to withdraw/ cancel/ modify any communication made to the candidate.
4. The Interview shall be conducted only at CSU Bhopal Campus on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.
5. No TA/DA will be paid for appearing in the Selection Process.
6. Original documents along with 01- set of duly filled application form in the prescribed proforma (Annexure-I), self-attested copies of testimonials/documents and CV will have to be produced on the day of Interview for verification. Non - production of original of any of the requisite documents will render the candidate ineligible for appearing in the Interview. In case, it is observed that the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the Interview.
7. Candidates are advised to visit CSU Bhopal Campus website ([www.csu-bhopal.edu.in](http://www.csu-bhopal.edu.in)) and Central Sanskrit University Main Website (<https://www.sanskrit.nic.in>) regularly. Any addendum/corrigendum/notice shall be published only on the campus website. No separate communication/ intimation in this regard shall be made by the campus.
8. All information regarding interview schedule etc. will also be provided through CSU Bhopal Campus website.
9. Candidates should not have been convicted by any Court of Law
10. The decision of Central Sanskrit University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.
11. In case, after engagement, any information given/ declaration by the candidate is found to be false or if the candidate has willfully suppressed any material information relevant to the engagement, he/she will be liable to be removed from the service and any action taken as deemed fit will be taken.
12. All the engagements are subject to verification of certificates, credentials, academic qualifications, experience, conduct, and medical fitness followed by police verification of the selected candidates. During the period of contractual service, if the University, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India / University's Rules.
13. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with year wise mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the candidate is eligible for award of degree.
14. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only.

15. Action against candidates found guilty of misconduct: Candidates are warned not to furnish any particulars that are false or to suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. Canvassing in any manner will entail disqualification of the candidature.

(निदेशक/ Director)

Copy for information to:-

- (1) PS to Hon'ble Vice-Chancellor, Central Sanskrit University, New Delhi
- (2) Registrar, Central Sanskrit University, New Delhi
- (3) Finance Officer, Central Sanskrit University, New Delhi
- (4) All Campus Directors of Central Sanskrit University – for wide circulation among all the interested and eligible candidates.
- (5) Project Officer – for uploading the engagement advertisement in University's Main Website.
- (6) Technical Assistant-Bhopal Campus: for uploading the engagement advertisement in Campus Website.

(निदेशक/ Director)

**APPLICATION FOR ENGAGEMENT AS CONSULTANT (FINANCE & ACCOUNTS) CONTRACTUAL BASIS**

(Interested Candidates should fill this form and bring 1-copy of the same on the day of Interview along with all original documents/ testimonials)

To,  
**The Director,**  
 Central Sanskrit University  
 Bhopal Campus, Sanskrit Marg  
 Bagsewaniya, Bhopal-462043

Affix self- attested  
 recent Passport  
 Size  
 Photograph

With reference to the Adv. No. \_\_\_\_\_ dated \_\_\_\_\_,

my application for engagement as "*Consultant (Finance & Accounts)*" on contract basis, in Central Sanskrit University, Bhopal Campus may kindly be accepted. My details are given below:

S.No	Particulars	To be filled by the Applicant
1.	<b>Name (in BLOCK letters)</b>	
2.	<b>Father's /Husband's Name</b>	
3.	<b>Date of Birth</b>	
4.	<b>Telephone/Mobile Number</b>	
5.	<b>Email Address</b>	
6.	<b>Address for communication</b>	
7.	<b>Permanent Address</b>	
8.	<b>Present Age (yy/mm)</b>	

9.	<b>Educational/Technical Qualification along with % of marks and year of passing</b>				
10	<b>Experience</b>	<b>Name of the Organization</b>	<b>Designation</b>	<b>From</b>	<b>To</b>
11	<b>Details of knowledge of Computer/Accounting Software</b>				
12	<b>Nature of duties attended while in service*/Experience</b>				
13	<b>Name of 2-References of appropriate level, who are not in relation with you</b>	<p><b>Reference-1:</b>            Name:            Organization &amp; Designation:              E-Mail ID:</p> <p><b>Reference-2:</b>            Name:            Organization &amp; Designation:              E-Mail ID:</p>			

**\*Attach additional sheet if required.**

The information furnished above is true. I have carefully read the General and other terms and conditions mentioned in the advertisement and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

**Place :**

**Date :**

**(Signature of the Applicant)**