



## CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament, 2020)

[Under Ministry of Education, Govt. of India]

New Delhi – 110 058

Date: 23/02/2022

### WALK-IN-INTERVIEW FOR ENGAGEMENT OF STAFF FOR ICT CELL ON CONTRACT BASIS

Applications are invited from Indian national citizens for the post of **Staff for ICT Cell on Contract basis for a period of 11 months** (from the date of appointment) on fixed emoluments. The appointment may likely to be continued on the appraisal/performance of the candidate. The qualifications and experience of the post and nature of duties are as below:

S.No.	Name of the post	Qualifications & Experience	Nature of Duties
1.	<b>Sr. System Analyst</b> (One Post)  <b>Age Limit : 45 years</b>  <b>Remuneration :</b> <b>Rs.60,000/- p.m. fixed</b>	<b><u>Essential :</u></b> MCA / B.E. / B.Tech in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university with minimum 60% in aggregate (or equivalent grade)  <b><u>Desirable :</u></b> <u>Three years'</u> experience in handling ICT aspects of an implementation project/ monitoring & managing the ICT infrastructure for an IT project including database management, hosting servers, SAN, network, firewall etc.  <b><u>Note:</u></b> 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"><li>1. Supervision in production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PG Pathashala)</li><li>2. Supervision of Audio-Video recording and editing of Programme/Activities (Workshop/Seminar/ Conference/ Extra &amp; Co-curricular) of CSU.</li><li>3. LMS and Data Management.</li><li>4. Admission, Examination and Result processing.</li><li>5. Coordination in implementing e-Office, Samarth Project.</li><li>6. Developing Digital Classrooms, Audio-Video Labs.</li><li>7. Digitization of Manuscripts/ Books</li><li>8. Supervision in production of e-Books/ Audiobooks.</li><li>9. Any other related assignment directed from time to time.</li></ol>

2.	<p><b>Jr. System Analyst (One Post)</b></p> <p><b>Age Limit : 35 years</b></p> <p><b>Remuneration : Rs.45,000/- p.m. fixed</b></p>	<p><b><u>Essential</u> :</b> MCA / B.E. / B.Tech in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university with minimum 60% in aggregate (or equivalent grade)</p> <p><b><u>Desirable</u> :</b> <u>Two years</u> experience in handling ICT aspects of an implementation project/ monitoring &amp; managing the ICT infrastructure for an IT project including database management, hosting servers, SAN, network, firewall etc.</p> <p><b><u>Note:</u></b> 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.</p>	<ol style="list-style-type: none"> <li>1. Coordination in production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PG Pathashala)</li> <li>2. Coordination in preparation of Audio-Video recording and editing of Programme/Activities (Workshop/ Seminar/ Conference/ Extra &amp; Co-curricular) of CSU.</li> <li>3. LMS and Data Management.</li> <li>4. Admission, Examination and Result processing.</li> <li>5. Coordination in implementing e-Office, Samarth Project.</li> <li>6. Developing Digital Classrooms, Audio-Video Labs.</li> <li>7. Digitization of Manuscripts/ Books</li> <li>8. Production of e-Books/ Audiobooks.</li> <li>9. Any other related assignment directed from time to time.</li> </ol>
3.	<p><b>Technical Assistant (ICT) – (Two Posts)</b></p> <p><b>Age Limit : 35 years.</b></p> <p><b>Remuneration : Rs.35,000/- p.m. fixed</b></p>	<p><b><u>Essential</u> :</b> MCA / B.E. / B.Tech in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university with minimum 60% in aggregate (or equivalent grade)</p> <p><b><u>Desirable</u> :</b> <u>One year</u> experience in handling ICT aspects of an implementation project/ monitoring &amp; managing the ICT infrastructure for an IT project including database management, hosting servers, SAN, network, firewall etc.</p> <p><b><u>Note:</u></b> 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.</p>	<ol style="list-style-type: none"> <li>1. Production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PG Pathashala)</li> <li>2. Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/ Seminar/ Conference/ Extra &amp; Co-curricular) of CSU.</li> <li>3. LMS and Data Management.</li> <li>4. Admission, Examination and Result processing.</li> <li>5. Implementation of e-Office, Samarth Project.</li> <li>6. Developing Digital Classrooms, Audio-Video Labs.</li> <li>7. Digitization of Manuscripts/ Books.</li> <li>8. Production of e-Books/ Audiobooks.</li> <li>9. Any other related assignment directed from time to time.</li> </ol>

2. Interested candidates may attend for 'Walk-in-Interview' with their "Curriculum Vitae" and facsimile of requisite certificates of qualification and experience along with original certificates for verification.
3. **Walk in Interview will be conducted on 07/03/2022 at 11.00 A.M. at Conference Hall, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi – 110 058. Candidates are advised to attend for the walk-in-interview one hour before the schedule time.**
4. No other compensation apart from consolidated remuneration will be admissible, even if a person attends office on holidays and work beyond normal office hours.
5. Central Sanskrit University reserves the right to accept or reject in part of in full or all the responses without assigning any reasons whatsoever.

**Registrar I/c**