CENTRAL SANSKRIT UNIVERSITY, DELHI

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

Date: 14/01/2023

NOTIFICATION FOR ENGAGEMENT ON CONTRACT BASIS

Online applications are invited from eligible and interested candidates for engagement as **Coordinator & Associate Coordinator (Media Cell) and Senior System Analyst & Technical Assistant (ICT Cell),** at the Headquarter Office of the Central Sanskrit University at Janakpuri, New Delhi-110058, purely on temporary and contract basis for a period of 11 months. The link for submission of online application for engagement as above contractual positions is **https://www.csu.co.in/ict_eng/**, as available on Central Sanskrit University website **www.sanskrit.nic.in**. The Candidates are required to submit the prescribed application form and upload necessary attachments latest by 22.01.2023. Number of contractual positions, Qualification, Experience, fixed remuneration and schedule of interview are as follows:-

S.No.	Name of the post	Qualifications & Experience	Nature of Duties
1.	**Coordinator (Medial Cell)** *(One Position)* **Age Limit : *45 years*** **Remuneration :** *Rs.60,000/- p.m. fixed*	*Educational:* A Master's in Sanskrit i.e. M.A./Acharya or equivalent with specialization in Sahitya with sound Knowledge in Indian Theatre & Drama. *Desirable:* (A) Soft skills: Software programs like Final Cut Pro, AVID, Audacity, ADOBE (Photoshop, After Effects etc.,) and other related. (B) A bachelor's degree/diploma program in media arts, communications, film/television production, or any related field.	i) Script/Content writing for lecture/message recording and guidance/supervision of content editing. ii) Scripting the content for various programme to prepare posters/ flyers/ booklets/ brochures etc.. iii) Production of Digital Content i.e. (e-Books/ Audio Books). iv) Coordination in content development for Language Labs in Campuses of University and other related areas. v) Content scripting for University website(s) and multimedia/social media platforms. vi) Any other work related to the position from time to time as directed by Competent Authority.

2.	**Associate Coordinator (Media Cell)** *(One Position)* **Age Limit : *40 years*** **Remuneration :** *Rs.45,000/- p.m. fixed*	*Educational:* A bachelor's degree program in media arts, communications, film/television production, or any related field. *Soft skills:* Software programs like Final Cut Pro, AVID, Audacity, ADOBE (Photoshop, After Effects etc.,) and other related. *Desirable:* Knowledge of Sanskrit language & literature & Indian Theatre.	i) Recording of important functions/ ceremonies/ programme of the university and editing/ storing/ publicizing /marketing etc.. ii) Developing of Digital Content i.e. (e-Books/Audio Books etc.. iii) Maintenance of university website/social media platforms. iv) Coordination/ Assistance in developing/maintaining university Labs/ Media Centres. v) Any other work related to the position from time to time as directed by Competent Authority.
3.	**Sr. System Analyst (ICT Cell)** *(One Position)* **Age Limit : 45 years** **Remuneration :** *Rs.60,000/- p.m. fixed*	*Essential* : 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) *Desirable* : Three years 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. **Note**: 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.	i) Coordination of e-Gov project (SAMARTH). ii) Supervision in production of e-Content and Self-Learning e-Modules (SWAYAM - MOOCs, e-PG Pathashala). iii) Supervision of Audio-Video recording and editing of Programme/Activities(Workshop/Seminar/Conference/ Extra & Co-curricular) of CSU. iv) LMS and Data Management. v) Admission, Examination and Result processing. vi) Coordination in implementing e-Office, Samarth Project. vii) Developing Digital Classrooms, Audio-Video Labs. viii) Digitization of Manuscripts/ Books. ix) Supervision in production of e-Books/Audio books. x) Any other related assignment directed from time to time.

4.	**Technical Assistant (ICT Cell)** *(One Position)* **Age Limit: 35** *years.* **Remuneration :** *Rs.35,000/- p.m. fixed*	*Essential* : 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) *Desirable* : <u>One year</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. **Note**: 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.	i) Coordination of e-Gov project (SAMARTH). ii) Production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PGPathashala). iii) Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/Seminar/Conferenc/ Extra & Co-curricular) of CSU. iv) LMS and Data Management. v) Admission, Examination and Result processing. vi) Implementation of e-Office, Samarth Project. vii) Developing Digital Classrooms, Audio-Video Labs. viii) Digitization of Manuscripts/ Books. ix) Production of e-Books/ Audio books. x) Any other related assignment directed from time to time.

Candidates are advised to visit CSU website regularly regarding interview and other updates. Information through any other mode of communication will not be given. The link for Online Interview will be shared on the day of ONLINE Interview and the candidates will be accordingly informed.

General Information for the candidates in nutshell

- The University reserves the right whether to make engagement of Contractual Positions as per advertisement or not.

- The number of requirement of Contractual Positions may increase or decrease as per requirement/decision of the Competent Authority.

- In case any candidate fails to appear for interview due to any technical reason/internet problems or any incidental cause, the University shall not be responsible for that.

- If there exists any controversy in selection process or any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice Chancellor, CSU shall be final.

- The selected candidates may be engaged at any campus of Central Sanskrit University located in different state of the country as per requirement.

- No other compensation apart from consolidated remuneration will be admissible, even if attend office on holidays and work beyond normal office hours.

- The engagement on above positions, are purely on temporary and contractual basis for a fixed period.
- The University reserves the right to terminate this engagement any time even before the stipulated time, without assigning any reasons.
- 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.
- In case of any dispute, any suite or legal proceeding against the University, the territorial jurisdiction shall be Hon'ble Courts in Delhi.

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