



## 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 CONSULTANTS ON CONTRACT BASIS**

Applications are invited from Indian national citizens for the post of **Consultants 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 details of qualification and experience of the post and nature of duties are as below:

S.No.	Name of the post	Qualifications & Experience	Nature of Duties
1.	<p><b>Consultant (NEP-2020)</b> <i>[One Post]</i></p> <p>NEP-2020 = National Education Policy-2020</p> <p><b><u>Remuneration:</u></b> <b>Rs.60,000/-</b> <i>per month fixed.</i></p> <p><b><u>Age :-</u></b> Preferably above <b><u>55 years.</u></b></p> <p><b><u>Note:</u></b> This vacancy is post-retirement engagement with experience.</p> <p>Preference will be given for Academicians who retired from Central/ State Govt. universities/ institutions or retired as Under Secretary in Govt.</p>	<p><b><u>Essential:</u></b></p> <p>Ph.D degree in Social Science / Education / Sanskrit / any language / allied discipline with 5 years' experience in research/ training from Central, State Government , PSU / Statutory or semi government or autonomous bodies, educational institutions etc</p> <p><b><u>Desirable:</u></b></p> <p>(i) Experience in the project areas of Policy making / Curriculum and Syllabus Design / ODL &amp; E-Resources / Accreditation of institutions or programmes.</p> <p>(ii) MCA from a recognized University</p>	<ol style="list-style-type: none"><li>1. Framing of Curriculum for 3 Year Integrated Bachelor's Degree. (Honours).</li><li>2. Framing of Curriculum for 4 Year Integrated Bachelor's Degree. (Research).</li><li>3. Framing of Curriculum for 2 years Master's Degree after obtaining 3-years Bachelor's degree (Honours).</li><li>4. Framing of Curriculum for 1-year Master's Degree after obtaining 4-years Bachelor's degree (Research).</li><li>5. Framing of Curriculum for 4-Year Integrated Teacher Education Programme at Graduate level.</li><li>6. Framing of Curriculum for 2-Year Integrated Teacher Education Programme at Master's level.</li><li>7. Framing of guidelines for intake in each programme and accordingly to work out the load for allotment of teaching staff, as per regulations of UGC, NCTE etc.,</li><li>8. Coordination with ODL, Distance, Non-Formal and Correspondence modes of Education of CSU.</li><li>9. Coordination in Quality Assurance, Green initiatives, and any other directions from UGC and other accreditation organizations from time to time.</li><li>10. Any other related work assigned by CSU from time to time.</li></ol>

<p>2.</p>	<p><b>Consultant (Administration &amp; Finance) – One Post</b></p> <p><b>Remuneration :</b> <i>Rs.60,000/- per month fixed.</i></p> <p><b>Age :- Preferably above 55 years.</b></p> <p><b>Note:</b> This vacancy is post-retirement engagement with experience.</p> <p>Preference will be given for Academicians who retired from Central/ State Govt. universities/ institutions or retired as Under Secretary in Govt. or Should be a person retired from the post of at least Senior Accounts/ Audit Officer or equivalent.</p>	<p><b>Essential:</b></p> <p>(i) Ph.D degree in Social Science / Education discipline / any are of studies with 5 years' experience in research/ training from Central, State Government , PSU / Statutory or semi government or autonomous bodies, educational institutions etc.</p> <p><b>Desirable:</b></p> <p>(i) MBA from a Recognised University. or Bachelor's degree in Finance, Accounting, Economics, or related field.</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>	<p><b>Administration:</b></p> <ul style="list-style-type: none"> <li>• To review day to day needs under Administration section.</li> <li>• Service matters such as appointments, promotions, retirement, disciplinary action, sanction of leave, awarding incentive pertaining to both teaching and non-teaching employees of the University.</li> <li>• Maintenance of sanctioned scale register and gradation list of both teaching and non-teaching employees.</li> <li>• Inter-Campus Transfers of University.</li> <li>• Extension of Career Advancement to University teachers as per UGC guidelines</li> <li>• Framing of Statute relating to creation of Teaching &amp; Non-Teaching posts</li> <li>• Any other work pertaining to service matters.</li> </ul> <p><b>Finance:</b></p> <ul style="list-style-type: none"> <li>• Review the accounting procedures and recommend improvements.</li> <li>• Develop and submit annual budget plan and finance plan to senior management for approvals.</li> <li>• Monitor and manage all expense within the allotted budget.</li> <li>• Prepare and submit monthly financial report and expense report to management.</li> <li>• Perform financial analysis to support institution development planning.</li> <li>• Create and maintain financial models to achieve set goals.</li> <li>• Guide and motivate university team to enhance productivity and revenue.</li> </ul>
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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 08/03/2022 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**