Advertisement No. 02/2025   **Date: 12/04/2025**

NOTIFICATION FOR ENGAGEMENT OF VARIOUS CONTRACTUAL POSITIONS AT HEADQUARTER OFFICE OF THE CENTRAL SANSKRIT UNIVERSITY, DELHI

The Central Sanskrit University, Delhi is looking for engagement of various contractual positions at the Headquarter Office of the University at Janakpuri, New Delhi- 110058, purely on temporary and contract basis for a period of 11 months, which may be extended as per requirement. Interested candidates who possess requisite qualifications and other eligibility criteria may apply through Online and appear in the online Test and / or Interview. Number of contractual positions, Qualifications, Experience, Remuneration range are as follows: -

Sl. No.	Name of Position	Qualification and Experience
1.	**Academic Consultant** [One Position] **Remuneration: -** Between Rs.60,000 – Rs.75,000 per month fixed. **Age: -** Preferably below 65 years.	**Essential: -** • Master's Degree from a recognized university. • Minimum 10-year experience in academic consulting/ advising or administration/ teaching at University/ College/ Government of India/ State Government not below the rank of Under Secretary/ Assistant Professor or equivalent. **Desirable:** • Strong background in academic research, publication, writing legal documents, statutes, ordinances, policies and guidelines related to Academics, making policy matters, crucial documents, Acts & Regulations. • Excellent communication, interpersonal and organizational skills. • Working knowledge of computer. **Nature of Duties: -** • Develop and review legal documents, statutes, ordinances, policies and guidelines related to Academics assist with the vetting of Memoranda of Understanding (MoUs). • Assist with accreditation processes, data maintenance for academic programs and Academic Auditing. • Provide the service in future institutional growth.
2.	**Legal Officer** [One Position] **Remuneration: -** Between Rs.60,000 – Rs.75,000 per month fixed. **Age: -** Preferably below 60 years.	**Essential: -** • LLB. from a recognized Indian Universities / Institutions with at least 60% of marks or an equivalent grade point in the grade point scale. • At least 5 years' experience of law practice in a Court of Law in the civil/criminal/service matter duly certified. OR • LL.M. from the recognized Indian Universities/ Institutions with at least 55% of marks or an equivalent grade point in the grade point scale.

		• At least 2 years' experience of law practice in a Court of Law in the duly certified civil/criminal/service matter. **Work Role: -** • Handle legal cases, liaise with internal/external counsel/advocates, and prepare legal documents. • Process RTI applications, draft responses, and assist with ICC matters. • Manage grievances on PM, UGC, and other grievance redressal portals. • Provide legal advice on regulatory and compliance matters. • Draft, review, and finalize MoUs and agreements. • Assist in formulating and implementing legal policies. • Ensure organizational compliance with legal and regulatory requirements. • Represent the organization in legal forums and coordinate with authorities.
3.	**Public Relation Officer** [One Position] **Remuneration: -** Between Rs. 50,000 – Rs. 60,000/- per month fixed. **Age: -** Preferably below 40 years.	**Essential: -** • MJMC with at least 55% marks. • At least two years' experience in the editorial department/ Centre of any Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Sanskrit. OR • BJMC with at least 55% marks. • Post Graduation in any field • At least Five years' experience in the editorial department/ Central / State Govt. department / PSU / Central / State Educational Institutions established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Sanskrit. • Good working knowledge of computer applications. **Work Role: -** • Establish and maintain strong media relationships to promote university initiatives and events. • Develop and implement strategies to propagate the University's vision and mission. • Organize and coordinate events, conferences, and other engagements for the university. • Manage communication through various platforms such as Digital Media/print media/ electronic media to ensure accurate and consistent messaging.

		• Facilitate clear and effective communication between various university departments and staff.
		• Collaborate with social media/publication/admin teams to maintain branding consistency across all public materials.
		• Build and manage relationships with key stakeholders, including alumni, teaching associations, government bodies, media stakeholders etc.
		• Creating comprehensive and innovative reports for the University and the related Stakeholders.
		• Monitor media coverage and public sentiment, providing regular reports on PR efforts.
4.	**System Analyst** [One Position] **Remuneration: -** Between Rs. 60,000 – Rs. 75,000/- per month fixed. **Age: -** Preferably below 40 years.	**Essential: -** • B.E./B.Tech. in Computer Science & Engineering/Electronics Engineering. • 05 years programming experience in languages like C/ C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/PUS/Private organization. OR • M.E./M.Tech. in Computer Science & Engineering/ Electronics Engineering/ M.Sc. Computer Science/ MCA. • 03 years' programming experience in languages like C/ C++/ JAVA etc. databases: MySQL/ ORACLE with PHP etc. Foundations and practices under WINDOWS/ LINUX/ UNIX platforms from a recognized Public/ PUS/ Private organization. • **Desirable –** Data Science/Analysis/AI/VR/AR/Advance Excel **Work Role: -** • Analyze university system requirements and design software solutions to support academic and administrative functions. • Develop, test, and implement applications for university management, student records, and other internal systems. • Write, debug, and maintain efficient code for university-specific software applications. • Design, develop, and manage databases to ensure accurate and secure student, faculty, and course data. • Ensure seamless integration of university systems with hardware, software, and network infrastructure. • Troubleshoot and resolve issues related to university systems, software, and hardware performance. • Collaborate with university departments to understand their technical needs and develop customized software solutions.

		• Provide technical support and training to staff and students on using university systems effectively.
		• Monitor and optimize the performance of university systems, ensuring reliability and user satisfaction.
		• Providing support for startups and incubation programs within the university.
		• Developing various applications for different purposes to enhance university operations and Stay updated with technological advancements and apply industry best practices to enhance university IT systems.
5.	**Training And Placement Officer** [One Position] **Remuneration: -** Between Rs. 50,000 – Rs. 60,000/- per month fixed. **Age: -** Preferably below 40 years.	**Essential: -** • Post Graduation from a recognized Indian Universities/ Institutions with at least 55% of marks or an equivalent grade point in the grade point scale. • At least 2 years' experience in Training/Placement **Desirable** - MBA (HR) **Work Role: -** • Organize and coordinate campus placement activities, ensuring students relate to potential employers for job opportunities. • Develop and conduct training programs that enhance students' professional skills and career readiness. • Build and maintain partnerships with industries/ institutions to offer internships that provide practical experience for students. • Establish and maintain relationships with industry partners and institutions to create placement and networking opportunities for students. • Provide career counselling and guidance to students on job search strategies and interview preparation. • Promote the university's strengths to potential employers and raise awareness about students' skills. • Maintain an alumni network to create mentorship opportunities and job leads. • Organize job fairs, recruitment drives, and institutions visits to facilitate student placements. • Track placement metrics, including success rates, salary packages, and job roles. • Collaborate with industry experts to organize workshops for students. • Facilitate soft skills development workshops for students to enhance communication and be job ready.

6.	**Accounts Officer (Audit)** [One Position] **Remuneration: -** Between Rs. 50,000 – Rs. 60,000/- per month fixed. **Age: -** Preferably below 65 years.	**Essential: -** • M.Com/CA/MBA(Finance)/ Cost Accountant or equivalent degree in the finance field with least 15 years of experience in auditing. • Desirable - Retired employee from any Central / State Govt. department /Autonomous body/ PSU / Central / State Educational Institution possessing appropriate degrees and relevant experience. • Strong understanding of accounting principles, auditing standards, GeM, GFR rules. **Work Role: -** • Oversee and conduct internal audits of the university's financial operations to ensure accuracy and compliance with policies. • Review and verify financial statements, reports, and records for consistency and correctness, ensuring compliance with government regulations. • Ensure compliance with university policies, government regulations, accounting standards, Government e-Marketplace (GEM) guidelines, and General Financial Rules (GFR). • Prepare audit plans, schedules, and reports based on findings and submit them to senior management for review. • Assess financial risks and recommend improvements for financial controls, procurement processes, and financial operations. • Collaborate with external auditors and facilitate their review of the university's financial statements and procurement processes. • Assist in the preparation of annual budgets and financial forecasts, IRG plans, Process for cost optimization while ensuring compliance with GFR and GEM guidelines. • Ensure proper documentation and retention of financial records in compliance with regulatory requirements. • Conduct compliance audits to ensure adherence to taxation laws, procurement procedures, and other financial regulations.
7.	**Assistant Editor** [One Position] **Remuneration: -** Rs. 50,000/- per month fixed. **Age: -** Preferably below 60 years.	**Essential: -** M.A./ Acharya in Sanskrit or related field. Prior experience in editing, proofreading, or writing is typically required. Familiarity with specific industries (e.g., academic, technical, publishing) can also be beneficial. Good academic record with good publications and standard research articles in established journals. **Desirable: -** Ph.D./Vidyavaridhi

		Key Skills: -
		• **Language Proficiency**: Excellent command of the language (grammar, punctuation, style, and vocabulary). Knows Sanskrit, Hindi and English languages. • **Attention to Detail:** Ability to spot errors and variances in text. • **Knowledge of Style Guides:** Familiarity with major style guides (APA, MLA, Chicago, etc.) and the ability to apply them consistently. • **Critical Thinking:** Ability to assess content for clarity, coherence, and overall quality. • **Research Skills:** Proficient in conducting research to verify facts and ensure accuracy. • **Computer Proficiency:** Familiarity with word processing software (e.g., Indesign, LaTex, Ms Office, Google Docs, and other) and editing tools.
8.	**Proof Reader** [Two Positions] **Remuneration: -** Rs. 30,000/- per month fixed. **Age: -** Preferably below 50 years.	**Essential: -** M.A./ Acharya in Sanskrit or related field. Prior experience in editing, proofreading, or writing is typically required. Familiarity with specific industries (e.g., academic, technical, publishing) can also be beneficial. **Key Skills: -** • **Language Proficiency:** Excellent command of the language (grammar, punctuation, style, and vocabulary). Knows Sanskrit, Hindi and English languages. • **Attention to Detail:** Ability to spot errors and variances in text. • **Knowledge of Style Guides:** Familiarity with major style guides (APA, MLA, Chicago, etc.) and the ability to apply them consistently. • **Critical Thinking:** Ability to assess content for clarity, coherence, and overall quality. • **Research Skills:** Proficient in conducting research to verify facts and ensure accuracy. • **Computer Proficiency:** Familiarity with word processing software (e.g., Indesign, LaTex, Ms Office, Google Docs, and other) and editing tools.
9.	**Designer for Publication** [One Position] **Remuneration: -** Rs. 35,000/- per month fixed. **Age: -** Preferably below 40 years.	**Essential: -** Degree in graphic design, fine arts, or publishing. Courses in typography, layout design, color theory, and digital tools are also preferable. Prior experience in book designs showcasing diverse styles and formats. Familiarity with specific industries (e.g., academic, technical, publishing) can also be beneficial. **Key Skills: -** • **Book design and illustration:** Creativity in creating aesthetically suitable designs and illustrations. • **Computer Proficiency:** Proficiency in Adobe InDesign, Illustrator, Photoshop, and other layout tools.

		• Familiarity with digital book creation tools like Affinity Publisher or ePub software. • **Layout and Composition:** Ability to create balanced and visually engaging page layouts. • **Understanding of Book Formats:** Knowledge of print and digital book formats, including e-Books, audio books, and interactive media.

Important Guidelines: -

1. The Direct Link for submission of Online proforma for engagement is https://cntp.sanskrit.ac.in/

2. The candidates are required to submit the application form through online and upload necessary attachments as a single PDF in Application form in Step-4, latest by 05.05.2025 at 06.30 pm. The Schedule of conducting examination and /or interviews, whichever is applicable will be displayed on CSU website (https://sanskrit.nic.in/) under **"RECRUITMENT"** tab in due course. Hence, candidates are advised to visit CSU website regularly regarding the process & schedules and other updates. In this regard, information through any other mode of communication will not be given/adopted.

3. The details for Test and /or Interview will be shared before one week of schedule and the candidates will be informed accordingly through email only. Hence, the candidates are advised to check their Email including SPAM folder regularly.

4. The University reserves the right whether to make engagement of above contractual positions as per advertisement or not.

5. The number of requirements of above-mentioned positions may increase or decrease as per requirement/decision of the Competent Authority.

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

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

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

9. Merely attending the Test and Interview and issuing Offer of Engagement subsequently will not entail the candidate for claiming the engagement unless the candidate fulfils the requisite eligibility criteria for engagement as per advertisement and documental verification.

10. For any technical problem(s) faced during registration /online application submission etc., contact at support-recruitment@csu.co.in.

Terms and conditions for the contractual engagements of advertised positions:

1. Fixation of the remuneration in flexible cases will be decided by the Selection Committee considering the experience, expertise and additional qualifications in that particular field.

2. This engagement is made purely on temporary and contractual basis for fixed period.

3. Not entitled to any other benefit such as Confirmation, LTC, Medical reimbursement, etc. which is admissible to the regular employees of the University.

4. There will be no claim for regularization/seniority on the basis of this engagement.

5. The University reserves the right to terminate this engagement any time even before the stipulated time, without assigning any reason.

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