

CENTRAL SANSKRIT UNIVERSITY
(Established by an Act of Parliament, 2020)
[Under Ministry of Education, Govt. of India] New Delhi -110 058

07.06.2025

NOTIFICATION

With reference to Advt. No. 02/2025, it is notified for the information of all concerned that the interview for various contractual positions at the Headquarter Office of Central Sanskrit University, Delhi is scheduled to be held on 14.06.2025 to 16.06.2025. Pursuant to CSU Notification dated 04.06.2025, the final list of eligible / provisionally eligible candidates for various contractual positions is enclosed herewith for selection process and interview schedule: -

Training and Placement Officer			
S. No	Application No	Status	Interview Schedule
1	10054	Eligible	Date: 14.06.2025 Time: 02:30 PM – 04:30 PM
2	10084	Eligible	
3	10019	Provisionally Eligible	
4	10041	Provisionally Eligible	
5	10167	Provisionally Eligible	
2. Proof Reader			
S. No	Application No	Status	Interview Schedule
1	10005	Eligible	Date: 14.06.2025 Time: 10:30 AM – 01:30 PM
2	10006	Eligible	
3	10013	Eligible	
4	10021	Eligible	
5	10026	Eligible	
6	10050	Eligible	
7	10056	Eligible	
8	10063	Eligible	
9	10086	Eligible	
10	10099	Eligible	
11	10121	Eligible	Date: 14.06.2025 Time: 02:30 PM – 06:00 PM
12	10123	Eligible	
13	10124	Eligible	
14	10130	Eligible	
15	10132	Eligible	
16	10140	Eligible	
17	10154	Eligible	
18	10160	Eligible	
19	10165	Eligible	
20	10171	Eligible	
3. Legal Officer			
S. No	Application No	Status	Interview Schedule
1	10040	Eligible	Date: 14.06.2025 Time: 10:20 AM – 01:00 PM
2	10075	Eligible	
3	10128	Eligible	
4	10162	Eligible	
5	10164	Eligible	
6	10069	Provisionally Eligible	
7	10149	Provisionally Eligible	
4. Academic Consultant			
S. No	Application No	Status	Interview Schedule
1	10014	Eligible	Date: 14.06.2025 Time: 05:20 PM – 06:30 PM
2	10060	Provisionally Eligible	

5. Assistant Editor			
S. No	Application No	Status	Interview Schedule
1	10073	Eligible	Date: 15.06.2025 Time: 10:30 AM – 12:30 PM
2	10166	Eligible	
3	10168	Eligible	
4	10161	Eligible	
6. Designer for Publication			
S. No	Application No	Status	Interview Schedule
1	10115	Provisionally Eligible	Date: 15.06.2025 Time: 12:40 PM – 01:30 PM
7. Public Relation Officer			
S. No	Application No	Status	Interview Schedule
1	10004	Eligible	Date: 15.06.2025 Time: 10:30 AM – 01:30 PM
2	10031	Eligible	
3	10076	Eligible	
4	10108	Eligible	
5	10114	Eligible	
6	10141	Eligible	
7	10146	Eligible	
8	10147	Eligible	
9	10148	Eligible	
10	10157	Eligible	
11	10159	Eligible	Date: 15.06.2025 Time: 02:30 PM – 06:30 PM
12	10176	Eligible	
13	10044	Eligible	
14	10107	Eligible	
15	10029	Eligible	
16	10110	Provisionally Eligible	
17	10034	Provisionally Eligible	
18	10035	Provisionally Eligible	
19	10134	Provisionally Eligible	
8. System Analyst			
S. No	Application No	Status	Interview Schedule
1	10087	Eligible	Date: 16.06.2025 Time: 10:30 AM – 01:30 PM
2	10106	Eligible	
3	10109	Eligible	
4	10116	Eligible	
5	10170	Eligible	
6	10059	Provisionally Eligible	

Selection Process

The selection process shall be conducted in two distinct phases. In the first phase, each eligible candidate will be assigned an individual task designed to evaluate the requisite competence corresponding to the applied position. Detailed instructions regarding the task will be communicated via the registered email address and will also be conveyed through a telephonic call. The language of the assigned task may be Hindi, English, or Sanskrit, based on the candidate's preference. **The completed task must be submitted by the registered mail of the eligible candidate, in the form of a link, PDF, PPT, or any other appropriate format to support-recruitment@csu.co.in on or before 11.06.2025 by 11:00 AM.**

Subsequently, the second phase of the selection process will consist of an online interview. During this phase, the candidate will be required to present their professional experience and deliver a PowerPoint presentation (details enclosed). This will be followed by a question–answer session conducted by the Selection Committee.

Note: -

1. Final selection will be based solely on the interview. The pre-interview task is intended exclusively for the assessment of the candidate's competency in the relevant field.
2. The tasks for all the position are being notified here below. All the eligible candidates are informed to complete the tasks as per their position and send them on time. The specific details are given below as per the position. (Eligible candidates please check their registered mail ID for attachments, If any).

1. Training and Placement Officer

Practical Task before the online Interview: make a detailed conceptual proposal in any one of the topics given below -

- Idea about establishment of Incubation Centre in CSU and Campus selection for Sanskrit Students.
- or**
- Conducting Career Counselling programme of CSU students with guiding about various career opportunities and Campus selection for Sanskrit Students.
- or**
- Your plan to launch various start-ups for the students of CSU and Campus selection for Sanskrit Students.

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Priorities and reforms after joining in favor of CSU (Proposed)
 - Acceleration of Skill Development Programs
 - Internship with Industry along with Documentation and Reporting
 - Exploration of unconventional placement opportunities and Campus placement drive.
 - Alumni Engagement
- **Discussion Points (10 Minutes)**
 - 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.

2. Proof Reader

Practical Task before Interview: The candidate has to perform the following tasks:

Instruction: Please, take a print out of the documents for task 1 and 2, as mentioned below and indicate appropriate corrections by showing slandered proof-reading marks in it.

1. A document in Sanskrit, Hindi and English for proof reading via registered mail will be sent.
2. Identify the spelling errors in Sanskrit words which document provided by CSU (via mail) and write them correctly and explain the reason for the error.

or

Correct the Sanskrit sentences and rewrite them

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field.
 - Languages proficiency. (Sanskrit, Hindi & English)
- **Discussion Points (10 Minutes)**
 - Language Proficiency: Excellent command of the language (grammar, punctuation, style, and vocabulary).
 - 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.

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3. Legal Officer

Practical Task before the online Interview: make a detailed conceptual proposal in any one of the topics given below -

- **Case Study 1** - Imagine, that an individual, during his/her probation period, received multiple warnings from the organization due to unsatisfactory performance and serious misconduct. Despite these repeated notices, there was no improvement in the individual's conduct. Consequently, the competent authority, after duly following the established procedure, terminated his/her services. Subsequently, the said individual has filed a writ petition before the Hon'ble Court challenging the termination. In this context, prepare and submit a counter affidavit alongwith clauses of CSU's ACT, Statutes & Ordinances in response to the writ.

or

- **Case Study 2** - Suppose, a person has been working in CSU as Data Entry Operator through an outsourcing agency for 02 years. On the basis of his service period, if he claims to be considered as a regular employee of CSU, then present your legal opinion on this in detail mentioning the service rules as well as CSU's ACT, Ordinance & Recruitment Rules.

or

- Review of any Ordinance/MoU available on CSU website.

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field.
 - Planning for strengthening of Legal cell of CSU.
 - Experience in dealing with legal documentation regarding ordinances, MoUs, service and financial matters.
- **Discussion Points (10 Minutes)**
 - Knowledge of service rules and hhandling legal cases, liaise with internal/external counsel/advocates, and prepare legal documents.

- Process RTI applications, draft responses, & assist CIC, ICC, POSH matters & Manage grievances on grievance redressal portals.
- Provide legal advice on regulatory and compliance matters.
- Draft, review, and finalize MoUs, agreements & legal policies.
- Ensure organizational compliance with legal and regulatory requirements. Represent the organization in legal forums and coordinate with authorities.

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4. Academic Consultant

Practical Task before the online Interview: make a detailed conceptual proposal in any one of the topics given below -

- Preparation of an academic MoU with a foreign University regarding faculty exchange.
- or**
- Prepare a note for Examination Guidelines for Central Sanskrit Board
- or**
- Ordinance for School Board under CSU Act, 2020

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Knowledge of CSU Act, ordinances, policies and guidelines related to Academics assist with the vetting of Memoranda of Understanding (MoUs).
 - Priorities and reforms after joining in favor of CSU (Proposed)
 - Exploration of Job oriented new courses for CSU
 - Knowledge of Academic Auditing process.
 - Future Planning for CSU
- **Discussion Points (10 Minutes)**
 - 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.

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5. Assistant Editor

Practical Task before Interview: The candidate has to perform the following tasks:

1. Review Sanskrit Text/Reference/Literature Book (as per your choice) and present a review report of two pages each in Sanskrit, Hindi, and English.
- Or**
1. Edit Sanskrit Pandulipi provided by CSU (via mail)
 2. Explanation of any Subhashit or literary verse and its special meaning in Sanskrit as per the various sanskrit koshas.
 3. Compose a preface for any Sanskrit Shastric text in your own words, based on your area of specialization in Sanskrit.

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field.
 - Languages proficiency. (Sanskrit, Hindi & English)
 - Knowledge of diacritical marks.
- **Discussion Points (10 Minutes)**
 - Language Proficiency: Excellent command of the language (grammar, punctuation, style, and vocabulary).
 - 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.

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6. Designer for Publication

Practical Task before Interview: The candidate has to perform the following tasks:

1. Conversion of Table to Diagram or Diagram to table.
2. Creation of Cover-page by the title given.
3. Conversion of the file to another format.
4. Poster making about International Day of Yoga for greetings from CSU using images from CSU website.

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field.
 - Languages proficiency. (Sanskrit, Hindi & English)
 - Knowledge of multiple software for designing.
- **Discussion Points (10 Minutes)**
 - 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 e-Pub 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.

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7. Public Relations Officer

Practical Task before the online Interview: Real time coverage (broadcast) in print media and/or electronic media or short film making of **any one** of the event/activities given below–

- Any one of the ongoing CSU activities like: Admission in various courses/IITH-CSU Summer School in IKS for Sanskrit Students/ Shastra Prashikshana Varga at Rajiv Gandhi Campus, Sringeri, Karnatak.
<https://www.sanskrit.nic.in/>
- Utkarsh Mahotsava, Nasik Campus: <https://utkarshmahotsav.sanskrit.ac.in/>
- World Sanskrit Conference, Nepal: <https://www.nepalworldsanskrit.org/>
- Mukta Swadhyaya Peetham (Institute of Open and Distance Education)
<https://www.msp.ac.in/#/>
- Any Central Schemes for Sanskrit Promotion
<https://www.sanskrit.nic.in/schemes/>
- CSU Library: <https://library.sanskrit.ac.in/>
- Development Story of any Campus
<https://www.sanskrit.nic.in/campuses.php>
- Development Story of any Adarsh Sanskrit Mahavidyala
https://www.sanskrit.nic.in/adarsh_mahavidyalaya.php
- Development Story of any Adarsh Sanskrit Shodha Sansthan
https://www.sanskrit.nic.in/adarsh_shodh_sansthan.php

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field & reach in mainstream media.
 - Languages proficiency to draft Press note. (Sanskrit, Hindi & English)
 - Understanding of technicalities of different social media platforms.

- **Discussion Points (10 Minutes)**

- 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.

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8. System Analyst

Practical Task before the online Interview: make a detailed conceptual proposal in any one of the topics given below –

- Present a PPT explaining how a customized software can be used for systematic data collection, data security, keeping in mind the organizational structure and requirements of CSU.
- or**
- A detail review of CSU website with suggestions
- or**
- Design & develop web portal for CSU Publication and Sales and provide the link.

Online Interview

- Brief Introduction & PPT
- Points must be covered in PPT (Maximum 10 slides - 10 Minutes)
 - SWOT analysis of yourself
 - Your contribution in the relevant field.
 - Cyber Security and Data Protection by using latest IT.
 - Data analysis experience by advance excel and AI.
- **Discussion Points (10 Minutes)**
 - 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.

Submission and Interview Instructions

The completed task must be submitted by the candidate via their registered email ID, in the form of a link, PDF, PPT, or any other appropriate format, to support-recruitment@csu.co.in on or before 11th June 2025 by 11:00 AM. The interview meeting link will be shared one day prior to the interview. Candidates are advised to:

- Ensure they are in an area with proper network connectivity.
- Wait for a telephonic call from our team before joining the online interview meeting.

Sd/-
Registrar I/c