



Central Sanskrit University, G. N. Jha Campus

Azad Park, Prayagraj, 211002

Phone – (0532)2460957, <https://www.csu-prayagraj.res.in>



WALK-IN-INTERVIEW FOR CONSULTANT (FINANCE & ACCOUNTS)

Applications are invited from eligible and self-motivated candidates with the required qualification and experience from Central/State Government Universities/institutions or retired as Senior Account Officer/Senior Audit Officer from the Indian Audit & Accounts Department. Detail of the post is as below:-

Name of Post	Essential Qualification	Remuneration	Last Date for Application Submission
Consultant (Finance & Accounts) (Contractual basis for a period of 11 months.)	Master's degree (preferably in commerce/M.B.A-Finance) OR Bachelor's Degree in Finance, accounting, Economics or related field. Age - Preferably above 55 years.	Option-A for full time:- Rs.50,000/-per month fixed OR Option-B for Part time Rs.30,000/- per Month fixed.	15.09.2024 05:00 PM Evening

For More Detail & Prescribed Application format, please visit Campus website <https://www.csu-prayagraj.res.in>

Director

Willing persons who meet the criteria may submit their application in the prescribed format completed in all aspects with one set of self-attested documents in a sealed envelope to **The Director, Central Sanskrit University, G. N. Jha Campus, Prayagraj.**

Note:-

- » This vacancy is for post-retirement engagement with experience. Preference will be given for those persons who retired from Central/State Govt. universities/institutions or retired as Sr. AO/AO from Indian Audit and Accounts Departments.
- » Five years of experience in relevant field.
- » Candidates are hereby advised to bring their all relevant documents in original during the interview for prima facie verification to the submitted documents. Fulfill the mentioned eligibility criteria will not confer any right to them for engagement. If mass eligible candidates are found, only short listed candidates will be called for Interview. They will be informed via E-mail/Post.

For more information regarding Application format, General instructions & nature of duties please visit our website: <https://www.csu-prayagraj.res.in>.

Director

**Proposed Qualifications & Nature of Duties
Consultant (Finance and Accounts)**

Remuneration:-Rs. 50,000/- per month fixed (Full time)

Remuneration:-Rs. 30,000/- per month fixed (Part time)

Age:-Preferably above 55 years.

Note:-This vacancy is for post-retirement engagement with experience. Preference will be given to those persons who retired from Central/State Govt. universities/institutions or retired as Sr. AO/AO from Indian Audit and Accounts Departments.

Educational & Other Qualification:-

Essential:-

- (i) Master's degree (preferably in Commerce/M.B.A-Finance).
Or
Bachelor's Degree in Finance, Accounting, Economics or related field.
- (ii) Five year's experience in the relevant field.

Desirable:-

- (i) MBA from a Recognized University.
- (ii) Proven work experience as a Financial Consultant, Financial Advisor, or similar role.
- (iii) Hands-on experience with accounting software and statistical packages.
- (iv) Good knowledge of fiscal policies.
- (v) Excellent analytical skills, along with the ability to create detailed reports and spreadsheets.

Nature of Works:-

- Review the accounting procedures and recommend improvements.
- Develop and submit Annual budget plan and finance plan to senior management for approvals.
- Monitor and manage all expense within the allotted budget.
- Prepare and submit monthly financial report and expense report to management.
- Perform financial analysis to support institution development planning.
- Create and maintain financial models to achieve set goals.
- Guide and motivate university team to enhance productivity and revenue.
- Any other work pertaining to financial matters.

General Instructions

1. Interested candidates must download the application format for Consultant (Finance & Accounts). Fill in all the information as required and send the application form to The Director, Central Sanskrit University, Ganga Nath Jha Campus, Prayagraj, on or before 15.09.2024, at 17:00 PM. After that no application will be considered.
2. Please use the subject line **"Application for the Post of Consultant (Finance & Accounts)"** on the envelope, otherwise, your application will not be considered.
3. The prescribed qualification and/or experience shall be minimum, and the mere fact that candidate possess the same shall not entitle him/her for an Interview. Central Sanskrit University, G. N. Jha campus, Prayagraj shall have the right to restrict the number of candidates to be interviewed on a reasonable level, based on better or higher qualification and experience than the minimum prescribed.
4. The contractual appointment shall end on the stipulated date of expiration of the contract mentioned in the appointment letter. Selected candidate will have no right to renewal extension or conversion into permanent or any other employment.
5. The University retains the discretion not to make any appointment against this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised qualification, experience, remuneration and requirement, with due consideration to the objective and purpose of the University.
6. Canvassing or influencing Interview in any form by the candidate will disqualify that candidate. Central Sanskrit University, G. N. Jha Campus, Prayagraj, reserves the right to take appropriate action against such candidates.
7. Only short-listed candidates will be called for an interview via email/ post after the due screening of the application. The mode of the interview will be informed to the shortlisted applicants via E-mail/post.
8. All the candidates must bring self-attested copies of all the certificate along with original copy of Educational & Experience Certificate for the interview.
9. The filled form should be produced during document verification with all necessary original Certificates.
10. Read carefully the qualifications & experience for the requirements of the relevant discipline. Apply only if you have the requisite qualifications and experience.
11. The University will contact the applicant if additional information be needed during the screening process or if the case is recommended for further processing. Incomplete application will not be considered.
12. The appointment shall be governed by the rules, regulations and decision of the Central Sanskrit University, G.N. Jha Campus, Prayagraj.
13. The last date to apply for the post is **15-09-2024 till 17:00 hrs.**
14. The Director, Central Sanskrit University, Ganganath Jha Campus Prayagraj reserves the right to cancel the recruitment at any stage without giving any reason.
Note: Applications will not be considered after the above-mentioned deadline.

Director



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Application Form for Consultant (Finance & Accounts)

Passport
Size Photo

Post Applied for	Consultant (Finance & Accounts)	
(Tick any One)	Full Time	Part Time

1.	Name (In Block Letters)	
2.	नाम (देवनागरी में)	
3.	Father's Name	
4.	Date of Birth	
5.	Gender	
6.	Address for correspondence	
7.	Telephone/ Whats app Mobile No.	
8.	E-mail	
9.	Category	GEN/GEN(EWS)/SC/ST/OBC/PH/OTHER (Specify-----)

Academic Qualifications:

Degree	Name of University/Board	Year of Passing	% of marks	Division	Subject Title
Matriculation					
HSC (Specialization in)					
Bachelor's Degree in Finance, Accounting, Economics or related field (if having)					
Master's degree (preferably in Commerce/M.B.A-Finance). (if having)					
Others Qualification if have:					

Details of Work Experience

S. No.	Designation	Pay/Scale	Name of Employer	From	To	Total Period	Nature of Work
1.							
2.							
3.							
4.							
5.							

Note:- Please enclose self-attested copy of mark sheet and certificates along with Identity proof in accordance to prescribed qualification. The selection committee has the right to call limited candidates only.

Note :-

1. **Last Date for Receiving Application 15.09.2024 at 05:00 PM**
2. **Address for Correspondence :-**
The Director
Central Sanskrit University, Ganga Nath Jha Campus,
Chandrashekhar Azad Park, Prayagraj, 211002
3. **Please mention "Application for Consultant (Finance & Accounts)" on Envelope.**

Undertaking

I, hereby declare that all the information given by me in the prescribed Application format are true and correct to best of my knowledge and belief that nothing has been concealed or distorted. If at any time, I am found to have concealed/distorted any information or given any false statement in my application, I shall be liable to summarily rejection/termination of my candidature without any notice or compensation.

I hereby declare that I possess the minimum qualifications/criteria for the post applied as per the advertisement.

Date:

(Signature of the Applicant)

Place: