Sd/- 30.10.26 → S.O

# CENTRAL SANSKRIT UNIVERSITY

Established by an Act of parliament, Under MoE

**Shri Bharatitirtha Shastra Samutkarsha Kendram**

**Shri RAJIV GANDHI CAMPUS, SRINGERI, (KARNATAKA)**

CSU-RGCS/A-12/2026-27/ 867

Date:29th October-2026

## NOTIFICATION

**(ADVERTISEMENT FOR THE ENGAGEMENT OF CONSULTANT [FINANCE & ACCOUNTS] ON CONTRACT BASIS)**

Applications are invited from the Interested and Eligible candidates for engagement as Consultant (Finance and Accounts) on contract basis in Central Sanskrit University, **Shri Bharatitirtha Shastra Samutkarsha Kendram,** Shri Rajiv Gandhi Campus, SRINGERI (KARNATAKA). The details about the proposed contractual engagement are as follows: -

| Sl. | Contractual positions, No. of Positions, Age Limit, Remuneration and Period of Engagement | Qualifications & Experience for engagement | Nature of duties of engagement |
|---|---|---|---|
| 01 | **Consultant (Finance and Accounts) on Full Time basis.**<br>**Age limit:** preferably above 35 years. Deserving Candidates with finance/ accounting background having requisite experience may also apply.<br>**Remuneration:** Rs.50,000/-p.m. fixed (full time).<br>**Engagement:-** Period of engagement is for 11 months. | **Essential:-**<br>• Bachelor's Degree in Accounting with second division or above.<br>**Desirable:-**<br>• Basic knowledge of GFR, GeM, TA/DA rules etc.,<br>• Post Graduate of Commerce.<br>• Preference will be given for persons who retired from Central/State Govt. Universities/institutions or retired as Sr. AO/AO from Indian Audit and Accounts Departments.<br>**Experience:-**<br>• Operate and guide & train staff to operate tally software.<br>• Good knowledge of basics of accounting, TDS & bank operations.<br>• Minimum five years' experience of accounting job. | • Coordinate audit replies.<br>• Review the accounting procedures and recommend improvements.<br>• Develop and submit annual budget plan and finance plan to senior management for approvals.<br>• Monitor and manage all expense within the allotted budget.<br>• Prepare and submit monthly financial report and expense report to management.<br>• Perform financial analysis to support institution development planning.<br>• Create and maintain financial models to achieve set goals.<br>• Guide and motivate University team to enhance productivity and revenue.<br>• Any other work pertaining to financial matters. |

**General Terms and Conditions:-**

1. **Period of Engagement: -** The initial Engagement shall be for a period of 11 months or until further orders. The contract tenure may be extended based on the individual's performance or the Campus functional requirements, with the approval of the Competent Authority. The contract tenure may even be terminated before completion of 11 months if individual's performance are not upto the satisfaction of University.
2. The candidate selected will be paid a fixed/consolidated remuneration of Rs.50000/- and no other allowance and benefits will be paid.
3. **Leave: -** (a) Contractual Manpower will be entitled for 08-days Casual Leave on prorate basis during the said period of engagement. No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower. Un-availed leave cannot be carried forward or encashed.
4. **Method of Application:-** The application for the above engagement should be submitted through e-mail only in the prescribed application form (Annexure-I) along with copy of necessary documents/enclosure/ educational and experience certificates. The candidates are also required to bring that copy of Application Form on the date of interview along with documents, educational and experience certificates in original.

5. The scanned application form along with necessary documents/ enclosures should be sent to o. sringeri@sanskrit.ac.in. The last Date of submission of scanned copy of Application form along with neces documents is **20/11/2026 by 23:59 PM**. No application after this due date will be entertained.
6. Experience Certificate(s) from the employer(s) should mention Pay/CTC, nature of employment, period of employment, designation (Post) and all other work experience related details which the candidate has claimed in the candidate's application. Offer of appointment shall not be treated as proof of experience. It is the responsibility of the candidate to provide conclusive documentary proof(s) in support of experience claimed.
7. Based on the prescribed criteria mentioned in the advertisement, applications will be screened and a list of eligible candidates will be published on the Campus website. Only shortlisted candidates will be called for the interview and no TA/DA shall be paid for attending the interview.
8. Interview shall be held at Campus premises only. No request for conduct of interview through online mode shall be entertained.
9. Eligible and shortlisted candidates must appear in the Interview along with copy of duly filled application form as given in Annexure-I with their CV (Resume) along with self-attested photocopies of certificates and testimonials. They also have to bring their original documents/ testimonials along with relevant documents on the day of Interview.
10. **Mode of Selection: -** Selection shall be made on the basis of Interview before the Selection Committee of the University.
11. The date and time of interview shall be intimated/displayed on the Campus website.
12. In-case of any queries, kindly email to director-sringeri@sanskrit.ac.in.
13. No other compensation/perks apart from remuneration will be admissible, even if the engaged person attends office on holidays and work beyond normal office hours.
14. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
15. If there exists any controversy in selection process for any dissatisfaction of the candidate, the decision of Vice-Chancellor, CSU shall be final.

**Other Terms and Conditions: -**

1. Central Sanskrit University reserves the right to reject or accept the candidature of any candidate at any stage. The University reserves the right to cancel / restrict / enlarge / modify / alter the recruitment process, if need arises, without issuing any further notice or assigning any reason thereof.
2. No correspondence will be entertained from candidates who have not selected for engagement or shortlisted for the interview.
3. In case of any inadvertent mistake/error in the process of selection which may be detected at any stage even after the engagement, Central Sanskrit University reserves the right to withdraw/ cancel/modify any communication made to the candidate.
4. The Interview shall be conducted only at CSU Sringeri Campus premises on a date specified. No request for change of venue/ date of selection process shall be considered under any circumstances.
5. No TA/DA will be paid for appearing in the Selection Process.
6. Original documents along with 01- set of duly filled application form in the prescribed proforma (Annexure-1), self-attested copies of testimonials/documents and CV will have to be produced on the day of Interview for verification. Non - production of original of any of the requisite documents will render the candidate ineligible for appearing the Interview. In case, it is observed that the candidate is not fulfilling the criteria at the time of documents verification, he/she will not be allowed to appear in the Interview.
7. Candidates are advised to visit CSU Sringeri Campus website: www.csu-sringeri.edu.in and Central Sanskrit University main Website: sanskrit.nic.in regularly. Any addendum/corrigendum/notice shall be published only on the Campus/University website. No separate communication/ intimation in this regard shall be made by the Campus.
8. All information regarding interview schedule etc. will also be provided through CSU Sringeri Campus website.
9. The candidates should not have been convicted by any Court of Law.
10. The decision of Central Sanskrit University in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, will be final and binding on the candidates. No enquiry / correspondence will be entertained in this regard.
11. In case, after engagement, any information given/ declaration by the candidate is found to be false or if the candidate has wilfully suppressed any material information relevant to the engagement, he/she will be liable to be removed from the service and any action taken as deemed fit will be taken.
12. All the engagements are subject to verification of certificates, credentials, academic qualifications, experience, conduct, and medical fitness followed by police verification of the selected candidates. During the period of

contractual service, if the University, on its verification, finds any discrepancy in the claims made by the candidate, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India / University's Rules.

13. No educational qualification shall be considered unless supported by Degree Certificate or Provisional Degree Certificate along with year wise mark sheets. Only a grade card/ mark sheet will not be treated as proof of eligibility of the Degree, unless it specifically and unconditionally indicates that the candidate is eligible for award of degree.
14. Candidates are warned not to furnish any particulars that are false or to suppress any material information while filling in the application form. Candidates are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/ fabricated document. Canvassing in any manner will entail disqualification of the candidature.

DIRECTOR 30.10.26.

Central Sanskrit University DIRECTOR RINGERI Campus

Copy for information & n.a. to:-

1. For vital circulation among all Campuses.
2. PS to VC, CSU, New Delhi-58.
3. Project Officer, CSU, New Delhi – with request to upload the notification in the University website.
4. A-25 (B) file.
5. A-60 file.
6. A-12 file.
7. For updation in Campus website.
8. A-21 file.
9. IQAC file.

**Annexure I**

CENTRAL SANSKRIT UNIVERSITY

**Shri Bharatitirtha Shastra Samutkarsha Kendram**

Shri Rajiv Gandhi CAMPUS, SRINGERI (KARNATAKA)

A recent passport size photograph to be affixed in this space

# APPLICATION FORM

**APPLICATION FORM FOR THE POST OF: .....**

| S. No. | Particulars | Details to be Filled by Candidate |
|---|---|---|
| 1 | Subject Applied For | |
| 2 | Name of the Post Applied For | |
| 3 | Name of the Candidate (In Block Letters) | |
| 4 | Father's/Husband's Name | |
| 5 | Correspondence Address with PIN Code | |
| 6 | E-mail ID | |
| 7 | Mobile Number | |
| 8 | Date of Birth | |
| 9 | Gender (Male/Female/Other) | |
| 10 | Category (SC/ST/OBC/EWS/UR/Others) | |
| 11 | Aadhaar No. | |
| 12 | Educational Qualifications | |

**Educational Qualifications**

| Examination Passed | Year of Passing | Board/University/Institution | Subjects | Division/ Grade | Percentage/ CGPA |
|---|---|---|---|---|---|
| 10th | | | | | |
| 12th | | | | | |
| Graduation | | | | | |
| Post Graduation | | | | | |
| Any Other | | | | | |
| | | | | | |

**Experience in Relevant Field:**

| S.No. | Name of Post | Scale of Pay | Name of the Department | Period | | Nature of Work |
|---|---|---|---|---|---|---|
| | | | | Form | To | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Specialisation, if any** _____

**Details of Enclosures**

| S. No. | Documents Attached |
|---|---|
| 1 | |
| 2 | |
| 3 | |
| 4 | |
| 5 | |
| 6 | |
| 7 | |
| 8 | |

**DECLARATION**

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect, my candidature/engagement shall be liable to cancellation without any notice. I further undertake to abide by the rules, regulations and instructions of Central Sanskrit University.

Signature of Candidate

Place:
Date:

Name of Candidate