



CENTRAL SANSKRIT UNIVERSITY
SHRI RAGHUNATH KIRTI CAMPUS,
DEVPRAYAG, DISTT- PAURI GARHWAL
UTTARAKHAND- 249301, MOB.- 9805034336



Advt. No. CSU/RKCD/2023-24/

Walk in interview will be held for the following positions on contractual basis for the period of 11 months at Central Sanskrit University, Shri Raghunath Kirti Campus, Devprayag, Pauri Garhwal Uttarakhand on date and time mentioned against each.

Sl. No.	Position	No. of Position & Remuneration	Date & Time
1	Estate Officer	01, Rs. 50,000/- P.M	31.03.2024 (11 AM)
2	Consultant (Finance & Accounts)	01, Rs. 50,000/- P.M	31.03.2024 (11 AM)
3	Project Fellow	01, Rs. 16,000/- P.M	31.03.2024 (11 AM)

Please visit for detailed notification in <http://csu-devprayag.edu.in>
Eligible Candidates may download the application form and appear the interview on scheduled date and time with all original documents along with one set of photocopies before half an hour.

DIRECTOR

Prayansh

TERMS AND CONDITIONS FOR ENGAGEMENT OF ESTATE OFFICER ON
CONTRACTUAL BASIS

Name of Position	Qualification and Experience
<p>Estates Officer</p> <p>Remuneration: Rs. 50,000/- per month fixed.</p> <p>Age Limit:- 35 years.</p>	<p>Essential:-</p> <p>A Second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.</p> <p>(Retired Civil Engineers from Central Govt./State Govt./Autonomous bodies will also be considered)</p> <p>Note:-</p> <p>Duties and Responsibilities-</p> <ul style="list-style-type: none">• Organizing and checking repairs and maintenance of the civil, electrical, plumbing needs of the own or hired existing buildings of CSU (Main building, Hostels, residences and other campus buildings) and give overall operating direction to the team with regards to quality, timelines etc. for repairs & maintenance.• Planning of Maintenance schedule of Supply Chain Management.• Maintenance and upkeep of STP, Power Station, Solar energy plant, DG sets, Power backups, Rain Water harvesting, ACs, Water Coolers, Desert Coolers, overhead water tanks etc.• Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus.• Making sure properties and man power are being used for their intended purpose.• To coordinate indenting of Vendors, execution of agreements and monitoring of their working and performance in accordance with terms and conditions of the agreement for the following outsourced support services in the campus in coordination with concerned department and officers.<ul style="list-style-type: none">➤ Gardening and horticulture➤ House Keeping➤ Security Services

	<ul style="list-style-type: none">• Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.• The Estates Officer will oversee the systems that keep CSU estate running. This includes the annual budget, the schedules for all employees under Project management of payrolls of contractual labours under project.• Responsible for Roads, street lights, drainage management.• Guest house management and hospitality.• Planning of active measures for safety and hospitality.• Obtaining Fire safety and complying with conditions of fire safety.• Planning and active measures for safety and protection of campus from Monkeys, dogs, reptiles, honey bees and other harmful animals.• Ensuring safety measure of the workers in the campus• Power safety measures for all planned events.• Ensuring proper steps for energy optimization• Checking the potential of property for both short and long term use.• Keeping up-to-date with land management, building control and environmental issues.• The role will require strong interpersonal skills and to confidently operate in the professional manner at a senior level within the institution.
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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 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.

Educational & Other qualifications:-

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 years of experience in the relevant filed.

Desirable:-

(i) MBA from a Recognized University.

(ii) Proven work experience as a Financial Consultant, Financial Adviser, 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.

Position	Eligibility Criteria		Number of Position & fixed Remuneration
	Essential	Desirable	
Project Fellow (Ashtadashi Project)	PG in Sanskrit or Acharya with 55% marks.	Knowledge of computer typing with Unicode, Devnagri.	01 Rs. 16,000/- P.M.



Central Sanskrit University

Shri Raghunath Kirti Campus Devprayag,

Distt-Pauri Garhwal (Uttarakhand)-249301

Ph. 01378-266028

email: director-devprayag@csu.co.in



Passport
Size

Application Form

1.	Applied for:	
2	Name (In Block Letters)	
3	Father's Name	
4	Date of birth	
5	Gender	
6.	Category	
6.	Address for correspondence	
7.	Telephone/Mobile No.	
8.	E-mail	

Academic Qualifications:

Degree	Name of University/Board	Year of % of Passing/Award	%age of marks/CGPA	Division	Subject Title
10th					
+2 or Equivalent					
Graduation					
Post. Graduation					
M. Phil.					
Ph. D.					
Others if any					

Details of Work Experience

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

Date: _ / _ /2024

(Signature of the Candidate)

Certified that above information filled by me are correct to the best of my knowledge.

(Signature of the Candidate)