



**CENTRAL SANSKRIT UNIVERSITY**  
Accredited with A++ Grade by NAAC  
(Established by an Act of Parliament, 2020)  
56-57, Institutional Area, Janakpuri,  
New Delhi-110058

Advertisement No:-02/2024

Date: 30.06.2024

**WALK-IN-INTERVIEW FOR ENGAGEMENT OF RESEARCH ASSISTANTS, ACCOUNTS ASSISTANT  
& TECHNICAL ASSISTANTS ON CONTRACT BASIS**

Eligible candidates are invited for Walk-In-Interview for engagement of Research Assistants, Accounts Assistant & Technical Assistants at Headquarter Office of the Central Sanskrit University at Janakpuri, New Delhi - 110058, purely on temporary and contract basis for a period of 11 months. Number of contractual positions, Qualification, Experience, fixed remuneration, nature of duties and schedule of interview are as follows:-

Sl. No.	Name of Position	Qualifications & Experience	Nature of Duties
1.	<b>Research Assistant</b>  Number of Positions :- 05  Remuneration: Rs. 37,000/-p.m. fixed	<b>Essential:</b> (i) Must have postgraduate degree in Sanskrit or Master degree in Education or equivalent with minimum 55% marks. As per Government of India rules, relaxation can be given to EWS, SC, ST, OBC, PWD as per rules. (ii) Must have knowledge/ experience of Sanskrit typing in Unicode, page setting & proof reading. (iii) Along with basic knowledge of Sanskrit, knowledge of Hindi and English language is also mandatory.	<ul style="list-style-type: none"><li>• Creating presentations and spreadsheet google form</li><li>• Conducting digital meeting and conferences (Both academic and administrative)</li><li>• Maintenance of websites and internet pages</li><li>• Conducting surveys and analysis reports</li><li>• Organising seminars and workshops</li><li>• Expertise in Sanskrit Dictionary works</li></ul>
2.	<b>Accounts Assistant</b>  Number of Positions :- 01  Remuneration: Rs. 35,000/- p.m. fixed.  Note: Preference will be given to those persons who have at least 5 years experience in Finance/ Accounts work from other similar organization.	<b>Essential:</b> (i) Bachelor Degree in Commerce/BBA-Finance/ C.A. Inter. (ii) At least 5 year experience of Accounting works alongwith consolidation of Annual Accounts of University/ Autonomous Bodies. (iii) Experience in Bank reconciliation work <b>Desirable:</b> (i) Knowledge in Computer Applications. (ii) Hands-on experience with accounting software and statistical packages. (iii) Knowledge of Audit Works.	<ul style="list-style-type: none"><li>• Preparation of the monthly DATA report for onward submission to UGC.</li><li>• Calculation of Income Tax on Salary of Employees and on pension of Pensioners.</li><li>• Preparation of quarterly details of TDS for submission.</li><li>• Reconcile work of all Accounts of CSU, Delhi Headquarter Office.</li><li>• Preparation of Annual Accounts.</li><li>• Assisting in Internal Audit of the University.</li><li>• Trial balance and Ledger posting and any other work pertaining to Finance Section.</li></ul>

3.	<p><b>Technical Assistants</b></p> <p><b>Number of Positions :- 05</b></p> <p><b>Remuneration: Rs.35,000/- p.m. fixed</b></p>	<p><b>Essential:</b></p> <p>MCA / B.E. / B.Tech in Computer Science / Information Technology from AICTE approved / UGC recognized institute / university with minimum 60% in aggregate (or equivalent grade)</p> <p><b>Desirable:</b></p> <p>One year experience in handling ICT aspects of an implementation project/ monitoring &amp; managing the ICT infrastructure for an IT project including database management, hosting servers, SAN, network, firewall etc.</p> <p><b>Note:</b></p> <p>Preference will be given for experience in Govt. recognized educational institutions/ organizations or any other Govt./ PSU/NGO/Pvt. Education sector in handling ICT related services.</p>	<ul style="list-style-type: none"> <li>• Production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PG Pathashala)</li> <li>• Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/ Seminar/ Conference/ Extra &amp; Co-curricular) of CSU.</li> <li>• LMS and Data Management.</li> <li>• Admission, Examination and Result processing.</li> <li>• Implementation of e-Office, Samarth Project.</li> <li>• Developing Digital Classrooms, Audio-Video Labs.</li> <li>• Digitization of Manuscripts/ Books.</li> <li>• Production of e-Books/ Audiobooks.</li> <li>• Any other related assignment directed from time to time.</li> </ul>
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2. Interested candidates may Walk In Interview with their "Curriculum Vitae" and facsimile of requisite certificates of qualification and experience alongwith original certificates for verification.

3. Walk in Interview will be conducted at Conference Hall, Central Sanskrit University, 56-57, Institutional Area, Janakpuri, New Delhi - 110058.

Research Assistants : 08.07.2024 at 10:30 a.m.

Account Assistant : 09.07.2024 at 10:30 a.m.

Technical Assistant : 10.07.2024 at 10:30 a.m.

Candidates are advised to attend for the walk-in-interview one hour before the scheduled date & time.

4. No other compensation apart from consolidated remuneration will be admissible, even if attend office on holidays and work beyond normal office hours.
5. The engagement on above positions, are purely on temporary and contractual basis for a fixed period.
6. The University reserves the right to terminate this engagement any time even before the stipulated time, without assigning any reasons.
7. The University reserves the right whether to make engagement as per advertisement or not.
8. If there exists any controversy in selection process or any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice-Chancellor, CSU, Delhi shall be final.

Sd/  
Registrar