

**CENTRAL SANSKRIT UNIVERSITY**  
(Established by an Act of Parliament)  
**EKALAVYA CAMPUS, AGARTALA**  
Sipai Para, Lembucherra, West Tripura – 799 210.

**WALK-IN-INTERVIEW**

Eligible candidates are invited for Walk-in-Interview for the following Contractual positions in Central Sanskrit University, Ekalavya Campus, Agartala.

Sl No.	Name of Contractual Position	Period of engagement	Consolidated Remuneration	Walk-in-Interview Date & Time
1.	Consultant (Finance & Accounts)	11 months initially subject to continuation as per requirement	Rs.50,000- Per month	Date and time of Walk-in-Interview will be intimated to the short-listed candidates through their respective e-mail IDs.
2.	Technical Assistant	11 months initially subject to continuation as per requirement	Rs.35,000- per month	

Detailed advertisement containing requisite qualification, other eligibility, criteria, experience required, nature of duties etc. in respect of above contractual positions is available in Campus website <http://csu-agartala.edu.in>

Interested candidates for the position of Consultant (Finance & Accounts) are suggested to submit their applications in the prescribed two pages format available at our website, along with one set of self-attested all supporting documents in a single PDF within 30.06.2025 or 10(Ten) days from the date of publishing this advertisement for offering their candidature to the email ID : [csuelcfc@gmail.com](mailto:csuelcfc@gmail.com)

Interested candidates for the position of Technical Assistant are suggested to submit their "Curriculum Vitae" in duplicate along with one set of self-attested all supporting documents in a single PDF within 30.06.2025 or 10(Ten) days from the date of publishing this advertisement for offering their candidature to the email ID : [csuelchr@gmail.com](mailto:csuelchr@gmail.com)

  
19/06/2025  
(Prof. Makhlesh Kumar)  
Director.

**Director**  
**Central Sanskrit University**  
Ekalavya Campus, Lembucherra, Tripura.

## **Proposed Qualifications & Nature of Duties**

### **Consultant (Finance and Accounts)**

**Remuneration:** - ₹ 50,000/- per month fixed

**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 and 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 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.

  
(Prof. Makhlesh Kumar) 19/06/2025

**Director**  
**Director**  
Central Sanskrit University  
Ekalavya Campus, Lembucherra, Tripura.

**GENERAL INSTRUCTIONS FOR CONSULTANT (FINANCE & ACCOUNTS)**

1. Interested candidates have to download the **Consultant (Finance & Accounts) Application Form** and fill all the information required and send the same along with self-attested relevant documents regarding educational documents and working experience certificates in a **single PDF** to the E-Mail ID: **csuelchr@gmail.com**
2. Please use the subject line "**Application for the post of Consultant (Finance & Accounts)**" in the Email or else your application will not be considered.
3. The prescribed qualifications and/ or experience shall be the minimum, and the mere possession/fulfilment of the basic eligibility criteria does not entitled a candidate to be called in for the interview. Central Sanskrit University, Ekalavya Campus shall have the right to restrict the number of candidates to be interviewed to a reasonable level based on better or higher qualifications and experience than the minimum prescribed.
4. The contractual appointment shall end on the stipulated date of expiry of the contract in the appointment letter. Selected candidates shall have no right to claim for renewal, extension or conversion of this temporary engagement into a permanent one or any other employment.
5. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Central Sanskrit University, Ekalavya Campus reserves the right to take appropriate action against such candidates.
6. Applications will not be considered after the last date. The short-listed candidates will be called for interviews (online/offline) after a due screening of the applications. The mode of the Interview will be informed to the shortlisted applicants via mail/Whatsapp.
7. The filled up form along with original copies of relevant documents and self –attested photo-copies thereof should be produced at the time of document verification. 2 (Two) passport size photographs are also to be produced at the time of document verification.
8. The appointment shall be governed by the rules, regulations and /or decisions of Central Sanskrit University, Ekalavya Campus.
9. Only selected applicants will be notified through email or phone, unsolicited attempts to contact the Campus or university administration regarding the status of the applications may result in disqualification.
10. Central Sanskrit University, Ekalavya Campus reserves the right to cancel the recruitment at any stage without giving a reason.

  
19/06/2025-  
(Prof. Makhlesh Kumar)  
Director.  
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Central Sanskrit University  
Ekalavya Campus, Lembucherra, Tripura.





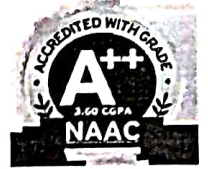
# CENTRAL SANSKRIT UNIVERSITY

**Ekalavya Campus, Agartala**

[Established by an Act of Parliament]

Ministry of Education, govt. of India

Accredited with 'A++ Grade by NAAC



## Application Format for the position of Consultant (Finance & Accounts)

I-Personal Details			
Post Applied for	Consultant (Finance & Accounts)		Paste (do not staple) a recent passport size Photograph of the applicant
Full Name (In Capital Letters)			
Address			
Age (As on 01/07/2025)	Years:	Birth Date: / /	
Gender			
Marital Status			
Email –ID			
Mobile No.			
WhatsApp No:			
Category	GEN/SC/ ST/OBC/PH/OTHER (Specify: _____)		
II- Educational Qualifications*			
Name of Degree & Examination	Board/University	Year of Passing	Percentage / Awarded
Matriculation			
HSC (Specialisation in)			
B. Com (Specialisation in)			
M. Com (Specialisation in)			
MBA (Finance)			
Other qualification if, any:			

<b>III –Working Experience*</b>				
<b>Post Name (Holding Positions)</b>	<b>Name of the Organizations</b>	<b>From</b>	<b>To</b>	<b>Remuneration per Month</b>
<b>Total Experience in</b>	<b>Year:</b>	<b>Month:</b>	<b>Day:</b>	
<b>Last Pay (Rs.):</b>				
<b>Professional Qualification, if any</b>				

**\*Please attach detailed sheet/resume along with self-attested photocopies of all relevant documents.**

### **Undertaking**

I hereby, declare that the information given by me in the Application is true, complete and correct to the best of my knowledge and belief and 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, my application/ appointment (if offered/selected) shall liable to be rejected/terminated without notice or compensation.

I hereby declare that I possess the minimum qualification criteria for the post applied as per the advertisement

**Date:** \_\_\_\_\_

**Place:** \_\_\_\_\_

\_\_\_\_\_  
**(Signature of the Applicant)**

## WALK-IN-INTERVIEW FOR ENGAGEMENT OF TECHNICAL ASSISTANT ON CONTRACT BASIS

Eligible candidates are invited for Walk-in interview for engaging Technical Assistant on contract basis in Central Sanskrit University, Ekalavya Campus, Agartala. Details about the proposed contractual engagement are as follows :-

SL. NO	Contractual Positions, No of positions, Age Limit, Remuneration and period of engagement	Qualifications & Experience for engagement	Nature of duties of engagement
1	<p><b>Technical Assistant - 01 position</b></p> <p><b>Age limit : 35 years</b></p> <p><b>Remuneration: Rs. 35,000/- p.m. fixed.</b></p> <p><b>Period of engagement for 11 months.</b></p>	<p><b>Essential:</b> MCA/B.E./B. Tech in Computer Science/Information Technology or (allied subjects with ICT Knowledge) from AICTE approved/ UGC recognized institute /University with minimum 60% in aggregate (or equivalent grade)</p> <p><b>Desirable:</b> 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> Preference will be given for experience in Govt. recognized educational Institutions/organizations or any other Govt./PSU/NGO/Pvt. Educational Sector in handling ICT related services.</p>	<ol style="list-style-type: none"> <li>1. Implementation of e-Office, SAMARTH-ERP project.</li> <li>2. Production of e-Content and Self-Learning e-Modules (SWAYAM-MOOCs, e-PG Pathshala)</li> <li>3. Preparation of Audio-Video recording and editing of programme/Activities (Workshop/ Seminar/Conference/Extra &amp; Co-curricular) of CSU.</li> <li>4. LMS and Data Management</li> <li>5. Admission, Examination and Result processing.</li> <li>6. Developing Digital Classrooms, Audio –Video Labs.</li> <li>7. Digitization of Manuscripts/ Books.</li> <li>8. Production of e-Books/Audio books.</li> <li>9. Any other related assignment directed from time to time.</li> </ol>

1. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
2. The engagement is purely contractual. The selected person will have no claim for regularization on the basis on this engagement.
3. The University/Campus reserves the right to terminate the engagement at any time before the stipulated time, without assigning any reason.
4. The University/Campus reserves the right whether to make engagement of Technical Assistant as per advertisement or not.
5. If there exists any controversy/dispute in selection process for any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice Chancellor, CSU shall be final.
6. Engagement of the selected Technical Assistant shall automatically expire at the end of the prescribed engagement period, if not extended by the Competent Authority.

  
 (Prof. Makhlesh Kumar)

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 Director  
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