



CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament)

Bhopal Campus

Sanskrit Marg, Baghsewaniya, Bhopal,
Madhya Pradesh-462043



No. F.4 (416)/CSU/BC/Admin/Misc-PA/2025/1086

Dated: 04.10.2025

ADVERTISEMENT FOR ENGAGEMENT OF PROFESSIONAL ASSISTANT (AT THE LEVEL OF OFFICE ASSISTANT - HIGHLY SKILLED) THROUGH OUTSOURCED AGENCY

Eligible candidates are invited for walk-in-interview for engagement as Professional Assistant (at the level of Office Assistant) through approved outsourced agency in Central Sanskrit University, Bhopal Campus. Details about the proposed engagement are as follows: -

Sl. No.	Outsourced positions, No. of Positions, Age Limit, Remuneration and Period of Engagement	Qualifications & Experience for engagement	Nature of duties of engagement
1.	Professional Assistant (At the level of Office Assistant- Highly Skilled) - 01 position Age limit: 35 years (Max) Remuneration: As per minimum wages act through approved outsourced agency	<u>Essential:</u> Master' Degree in Library & Information Science from any recognized University/ Institution with 2-years' experience in the relevant field in a University/ Research Establishment/ Central/ State Govt./ PSU and Library of other autonomous institutions OR 1. Bachelor's Degree in Library/ Library and Information Science from any recognized Institute/ University with 3-years experience in the relevant filed in a University/ Research Establishment/ Central/ State Govt./ PSU and Library of other autonomous institutions. 2. Knowledge of Computer Applications. Desirable: Working Knowledge of Koha and DSPAC.	<ul style="list-style-type: none">• Assist and handle in acquisition routines of books & periodicals, classification of books/documents, cataloguing of books, preparing bibliographies and documentation lists, circulation work, stack and maintenance work, other professional work, data feeding as and when required, Library automation, preparation of bibliographies and indexes etc.• Provide reference services and documentation services to the faculty members, research scholars and students.• Attend correspondence relating to Library.• Perform any other duties assigned from time to time by the Director/ Library Incharge/Assistant Librarian of the Campus.

The cut-off date for eligibility criteria (Essential Qualifications), Age etc. shall be the date of Walk-in-Interview

General Terms and Conditions:-

1. The engagement of Professional Assistant shall at the level of Office Assistant – highly skilled through the approved outsourced agency.
2. The candidate selected will be paid remuneration as per Minimum Wages Act and provisions of ESI, EPF shall be applicable.
3. **Leave:** - As per Minimum wages Act.
4. **Method of Application:-** Interested and Eligible Candidates may appear for Walk in Interview along with 01-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 and also submit the hard copy of application form along with relevant documents on the day of Walk-in-Interview.*
5. Experience Certificate(s) from employer(s) should mention Pay/CTC, nature of employment, period of employment, designation (Post) and all other work experience related details which 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 candidates to provide conclusive documentary proof(s) in support of experience claimed.
6. **Mode of Selection:** - Selection shall be made on the basis of Interview before the Selection Committee of the University.
7. The date and time of walk in interview shall be **13/10/2025 at 10:30 am onwards**. Candidates are advised to appear for walk in interview one hour before the scheduled time (**Reporting Time is 09:30 a.m. to 10:00 a.m.**). Venue of Walk in Interview shall be **Committee Room No. 103, Vatsraj Building (Main Building), Central Sanskrit University, Bhopal Campus, Sanskrit Marg, Baghsewaniya, Bhopal.**
8. In-case of any queries, please email at director-bhopal@csu.co.in
9. No other compensation/perks apart from remuneration (as per Minimum Wages Act) will be admissible, even if the engaged person attends office on holidays and work is beyond normal office hours. However, Overtime shall be paid as per Minimum wages Act.
10. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
11. The engagement is purely on outsourced basis. The selected person will have no claim for regularization on the basis on this engagement and there will be no employee-employer relationship.
12. 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 not selected for Engagement.
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 Bhopal Campus 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-I), 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 in 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 Bhopal Campus website (www.csu-bhopal.edu.in) and Central Sanskrit University Main Website (<https://www.sanskrit.nic.in/>) regularly. Any addendum/corrigendum/notice shall be published only on the campus 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 Bhopal Campus website.
9. 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 willfully 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 caste certificates, credentials, academic qualifications, experience, conduct, and medical fitness followed by police verification of the selected candidates. 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. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement can be instituted in Bhopal and courts/ Tribunals/ forums at Bhopal only.
15. **Action against candidates found guilty of misconduct:** 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.
16. Canvassing in any manner will entail disqualification of the candidature.

(Director)