



Central Sanskrit University, Bhopal Campus

Sanskrit Marg, Bagsewania, Bhopal M.P-462043

Phone – 0755-2418043, www.csu-bhopal.edu.in



WALK-IN-INTERVIEW FOR CONSULTANT (FINANCE & ACCOUNTS)

Applications are invited from the eligible and self-motivated candidates having required qualification & experience from Central / State Governments Universities / Institutions or retired as Senior Account Officer/ Senior Audit Officer from the Indian Audit & Accounts Department as under:-

Name of Post	Essential Qualification	Remuneration	Last Date for Application Submission
Consultant (Finance & Accounts) (Contractual basis for a period of 11 months.)	Master's degree (preferably in commerce/M.B.A-Finance) OR Bachelor's Degree in Finance, accounting, Economics or related field. Age - Preferably above 55 years.	Option -A for full time:- Rs 50000/-per month fixed OR Option -B for Part time Rs, 30000/-per Month Fixed.	14.06.2024 05:00 PM

For More Detail & Application format, Please visit Campus website www.csu-bhopal.edu.in

Director

Willing persons, who meet the criteria may submit their Application in the prescribed format completed in all aspects with one set of self-attested documents in a sealed envelop to The Director Central Sanskrit University Bhopal.

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.
- » Five years of experience in the relevant field.
- » Candidates are hereby advised to bring their all relevant documents in original during Interview for prima facie verification of submitted documents. Mere fulfillment of the eligibility Criteria will not confer any right on them for engagement. Short listing process will be followed in case of mass eligible candidates.

For more information regarding **Application format**, General Instructions & nature of duties etc. please visit our website: www.csu-bhopal.edu.in

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Application Form for Consultant (Finance & Accounts)

Passport Size
Photo

Post Applied for	Consultant (Finance & Accounts)	
(Tick any One)	Full Time	Part Time

1.	Name (In Block Letters)	
2.	नाम (देवनागरी मे)	
3.	Father's Name	
4.	Date of Birth	
5.	Gender	
6.	Address for correspondence	
7.	Telephone/ whatsapp Mobile No.	
8.	E-mail	
9.	Category	GEN/GEN (EWS) /SC/ST/OBC/PH/OTHER (Specify-----)

Academic Qualifications:

Degree	Name of University/Board	Year of Passing	% of marks	Division	Subject Title
Matriculation					
HSC (Specialization in)					
Bachelor's Degree in Finance, accounting, Economics or related field Or					
Master's degree (preferably in commerce/M.B.A-Finance).					
Others Qualification if have:					

Details of Work Experience

S. No.	Designation	Pay/Scale	Name of Employer	From	To	Total Period	Nature of Work
1.							
2.							
3.							
4.							
5.							

Note:- Please enclose self-attested copy of mark sheets and certificates as well as identity proof in according to prescribed qualification. The selection committee has the right to call limited candidates only.

Note :-

- 1. Last Date for Application Receiving 14.06.2024 at 05:00 PM**
- 2. Address for Correspondence :-
The Director
Central Sanskrit University, Bhopal Campus
Sanskrit Marg At Bagsewania, Bhopal MP-462043**
- 3. Please mention “Application for Consultant (Finance & Accounts)” on Envelop.**

Undertaking

I, hereby declare that all the information given by me in the prescribed Application format is true and correct to the best of my knowledge and belief 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 in my application, I shall be liable to summarily rejection/termination without any 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)**

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 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.

General Instruction

1. Interested candidates must **download** Application format **for Consultant (Finance & Accounts) & Application** Format fill in all the information as required and send their Application form to Central Sanskrit University Bhopal.
 2. On Dated 14.06.2024, 17:00 PM , after publication of the advertisement. The interested Candidates will have to Submit their application form to The Central Sanskrit University Bhopal.
 3. **Please use the subject line ‘Application for the post of Consultant (Finance & Accounts)’** in the **Envelop** or else, your application will not be considered.
 4. The prescribed qualifications and/or experience shall be minimum and the mere fact that a candidate possesses the same shall not entitle him/her for an interview. Central Sanskrit University Bhopal shall have the right to restrict the number of candidates to be interviewed on a reasonable level, based on better or higher qualification and experience than the minimum prescribed.
 5. The contractual appointment shall end on the stipulated date of expiry of the contract mentioned in the appointment letter. Selected candidates shall have no right to renewal, extension or conversion into permanent or any other employment.
 6. The University retains the discretion not to make any appointment against this vacancy, to make an appointment at a revised remuneration, or to make an appointment with a modified job description and to fix revised Qualification, experience, remuneration and requirements, with due consideration to the objective and purpose of the University.
 7. Canvassing or influencing in any form on behalf of any candidate will disqualify such candidate. Central Sanskrit University Bhopal Campus reserves the right to take appropriate action against such candidates.
 8. Applications will not be considered after the due date. The short-listed candidates will be called for interview through email/ post after due screening of the applications. The mode of the Interview will be informed to the short listed applicants via E-mail/post.
 9. All the candidates have to download and duly fill the '**Application Format**' for the post of Consultant (Finance & Accounts) from the University website, and bring along with Copy of Educational & Experience Certificates for the interview.
 10. The filled form should be produced during documents verification with all necessary original Certificates.
 11. The candidates are required to post Application format along with a photograph, affixed and one set of self attested photocopies of their Academic and Experience certificates.
 12. Read carefully the qualification & experience for the requirements of the relevant discipline and then apply, only if you have the requisite qualification and experience.
 13. Only short listed candidates will be called for interview. Short listed candidates will be intimated via email/Phone/post for the Interview.
 14. The University will contact the applicant if additional information is needed during the screening process or if the case is recommended for further processing. Incomplete application will not be considered.
 15. The appointment shall be governed by the rules, regulations and/or decisions of the Central Sanskrit University, Bhopal.
 16. Last Date of applying for the position is on **Dated 14.06.2024 17:00 hrs** after publication of the advertisement.
- Note: Applications will not be considered after the above-mentioned deadline.**
17. The Director Central Sanskrit University, Bhopal shall have reserve the right to cancel the recruitment at any stage without giving any reason.

Director