

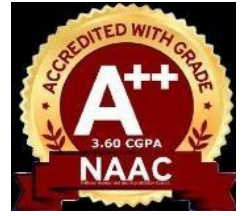


CENTRAL SANSKRIT UNIVERSITY

(Established by an Act of Parliament)

Bhopal Campus

Sanskrit Marg, Baghsewaniya, Bhopal,
Madhya Pradesh-462043



No. F.4 (416)/CSU/BC/Admin/Misc-T.A./2025

Dated: 13.06.2025

ADVERTISEMENT FOR ENGAGEMENT OF TECHNICAL ASSISTANT ON CONTRACT BASIS

Eligible candidates are invited for walk-in-interview for engagement as Technical Assistant on contract basis in Central Sanskrit University, Bhopal Campus. 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>Technical Assistant - 01 position</p> <p>Age limit: 35 years.</p> <p>Remuneration: Rs. 35,000/- p.m. fixed.</p> <p>Period of engagement for 11 months.</p> <p><i>Candidates with 02-years of full time working experience in implementation of project/monitoring & managing the ICT infrastructure in Central/ State Govt. Departments/ Educational Institutions/ PSU etc./ Renowned Private Sector/Organizations/ Firms etc., may be considered for a monthly remuneration of Rs. 40,000/- subject to recommendations of Selection Committee.</i></p>	<p><u>Essential:</u> 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><u>Desirable:</u> Two years experience in handling ICT aspects of an implementation project/monitoring & managing the ICT infrastructure for an IT project including database management, e-office/Samarth implementation, hosting servers, SAN, network, firewall etc.</p> <p><u>Note:</u> Preference will be given for experience in Central/State/UT Govt. recognized educational institutions/organizations or any other Govt./PSU/Reputed Pvt. Educational Institutions/ Organizations in handling ICT related services.</p>	<ol style="list-style-type: none">1. To organize and implement, maintenance, servicing and support of all IT systems and infrastructure in the campus (hardware and software) to agreed service level standards.2. To monitor use of the IT systems by staff and stakeholders.3. To ensure regular updation and maintenance of the campus website.4. To report any wear & tear or loss in machines and software to the Office.5. To manage development and implementation of projects such as the Online Records, Online Learning Hub, Student database/ attendance etc.6. Implementation of e-Office, SAMARTH- ERP project.7. Production of e-Content and Self-Learning e-Modules (SWAYAM -MOOCs, e-PG Pathshala)8. Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/ Seminar/Conference/ Extra & Co-curricular) of CSU.9. LMS and Data Management.10. Admission, Examination and Result processing.11. Developing Digital Classrooms, Audio-Video Labs.12. Digitization of Manuscripts/ Books.13. Production of e-Books/ Audio books.14. Any other related assignment directed from time to time.

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

General Terms and Conditions:-

1. **Period of Engagement:** - The initial Engagement shall be for a period of 11 months or until further orders. The contract tenure may be extended based on the individual's performance or the CSU Bhopal's functional requirements, with the approval of the Competent Authority. The contract tenure may even be terminated before 11 months if individual's performance are not upto the satisfaction of University.
2. The candidate selected will be paid fixed remuneration/consolidated salary and no other allowance and benefits will be paid.
3. **Leave:** - (a) Contractual Manpower will be entitled for 08-days Casual Leave on prorata basis during the said period of engagement. No remuneration for the period of absence in excess of the admissible leave will be paid to the contractual manpower. Unavailed leave cannot be carried forward or encashed.
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:** - The Mode of Selection shall be as follows: -
 - Eligible candidates will have to appear in Power Point Presentation cum Interview before the Selection Committee.
 - The power point presentation shall not be more than 3-4 slides and covers the Candidates' profile/background, technical skills/competencies/ experience, Vision for Campus IT/ Digital Transformation & Automation and his/her proposed initiatives for the Bhopal Campus which shall be related to the proposed nature of duties and responsibilities as given in the advertisement.
 - CSU Bhopal Campus may conduct trade test/ practical test immediately after PPT Presentation cum Interview, if required.
 - Final Merit list shall be made based on the marks obtained in Power Point Presentation cum Interview.
7. **Resolution of Tie Cases:** In the event of tie in scores of candidates in Power Point Presentation cum Interview, merit will be decided by applying following criteria, one after another, till the tie is resolved:-
 - Date of birth, with older candidate placed higher.
 - Alphabetical order in which the names of the candidates appear
8. The date and time of walk in interview shall be **23rd June, 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.** (Nearest Railway Station is Rani Kamlapati Railway Station)
9. In-case of any queries, please email at director-bhopal@csu.co.in
10. No other compensation/perks apart from consolidated remuneration will be admissible, even if the engaged person attends office on holidays and work is beyond normal office hours.
11. Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
12. The engagement is purely contractual. The selected person will have no claim for regularization on the basis on this engagement.
13. The University/Campus reserves the right to terminate the engagement any time before the stipulated time, without assigning any reason. The University reserves the right whether to make engagement of Technical Assistant as per advertisement or not. The number of position may increase.
14. If there exists any controversy in selection process for any dissatisfaction of the candidate, the decision of Vice-Chancellor, CSU shall be final.
15. Engagement of the selected Technical Assistant shall automatically expire at the end of the prescribed

engagement period, if not extended by the Competent Authority.

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 issue of offer of appointment, 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) 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 appointment, 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 appointment, 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. During the period of contractual service, 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.
17. Candidates not found eligible for the applied post as mentioned in the above advertisement shall be disqualified. Screening of applications will be done on the basis of criteria mentioned in the advertisement only.

(Director)

APPLICATION FOR ENGAGEMENT AS TECHNICAL ASSISTANT CONTRACTUAL BASIS

(Interested Candidates should fill this form and bring 1-copy of the same on the day of Walk in Interview along with all original documents/ testimonials)

To,
The Director,
 Central Sanskrit University
 Bhopal Campus, Sanskrit Marg
 Baghsewaniya, Bhopal-462043

Affix self- attested
 recent Passport
 Size
 Photograph

With reference to the Adv. No. _____ dated _____,
 my application for engagement as “*Technical Assistant*” on contract, in Central Sanskrit University,
 Bhopal Campus may kindly be accepted. My details are given below:

S.No	Particulars	To be filled by the Applicant
1.	Name (in BLOCK letters)	
2.	Father's /Husband's Name	
3.	Date of Birth	
4.	Telephone/Mobile Number	
5.	Email Address	
6.	Address for communication	
7.	Permanent Address	
8.	Present Age (yy/mm)	

9.	Educational/Technical Qualification along with % of marks and year of passing				
10	Experience	Name of the Organization	Designation	From	To
11	Details of computer/technical knowledge				
12	Nature of duties attended while in service*/Experience				

***Attach additional sheet if required.**

The information furnished above is true. I have carefully read the General and other terms and conditions mentioned in the advertisement and are acceptable to me. I certify that no disciplinary/criminal proceedings are pending against me, as on date.

Place :

Date :

(Signature of the Applicant)