



केन्द्रीय संस्कृत विश्वविद्यालय

श्री रघुनाथ कीर्ति परिसर, देवप्रयाग, उत्तराखण्ड



विज्ञापन सं. - के.सं.वि./श्री.र.की.प./2024-25/

दिनांक: - 20-06-2024

गैर-शिक्षण पदों हेतु वॉक – इन साक्षात्कार सूचना

भावी और योग्य उम्मीदवारों से निम्नलिखित गैर-शिक्षण पदों पर 11 माह की संविदा के आधार पर आवेदन आमंत्रित किये जाते हैं :-

क्र. सं.	पदनाम	रक्तियाँ	मासिक परिलब्धियाँ
1	संपदा अधिकारी (Estate Officer)	01	50,000 रुपये
2	सलाहकार (वित्त एवं लेखा) Consultant (Finance & Accounts)	01	50,000 रुपये
3	परियोजना अध्येता (Project Fellow)	01	16,000 रुपये

योग्यता, सामान्य - निर्देश, पात्रता - मानदण्ड हेतु कृपया के.सं.वि.वि, श्री रघुनाथ कीर्ति परिसर, देवप्रयाग की वेबसाईट <https://www.csu-devprayag.edu.in/> का अवलोकन करें। अभ्यर्थी अपने मूल प्रमाण-पत्रों एवं उनकी स्व-प्रमाणित प्रति के साथ साक्षात्कार स्थल पर निर्धारित समय से आधा घंटा पूर्व उपस्थित होना सुनिश्चित करें।

वॉक – इन साक्षात्कार की तिथि: 28.06.2024 (10.00 बजे प्रातः)

साक्षात्कार स्थल: के.सं.वि.वि, श्री रघुनाथ कीर्ति परिसर, देवप्रयाग

निदेशक

TERMS AND CONDITIONS FOR ENGAGEMENT OF ESTATE OFFICER ON
CONTRACTUAL BASIS

Name of Position	Qualification and Experience
<p>Estates Officer</p> <p>Remuneration: Rs. 50,000/- per month fixed.</p> <p>Age Limit:- 35 years.</p>	<p>Essential:-</p> <p>A Second class Bachelor's degree in Civil Engineering with a minimum of 5 years' experience in construction and maintenance of Building, Transport and Estate Management.</p> <p>(Retired Civil Engineers from Central Govt./State Govt./Autonomous bodies will also be considered)</p> <p>Note:-</p> <p>Duties and Responsibilities-</p> <ul style="list-style-type: none">• Organizing and checking repairs and maintenance of the civil, electrical, plumbing needs of the own or hired existing buildings of CSU (Main building, Hostels, residences and other campus buildings) and give overall operating direction to the team with regards to quality, timelines etc. for repairs & maintenance.• Planning of Maintenance schedule of Supply Chain Management.• Maintenance and upkeep of STP, Power Station, Solar energy plant, DG sets, Power backups, Rain Water harvesting, ACs, Water Coolers, Desert Coolers, overhead water tanks etc.• Monitoring and maintaining uninterrupted general water supply, clean potable Water supply, Water quality Management in the campus.• Making sure properties and man power are being used for their intended purpose.• To coordinate indenting of Vendors, execution of agreements and monitoring of their working and performance in accordance with terms and conditions of the agreement for the following outsourced support services in the campus in coordination with concerned department and officers.<ul style="list-style-type: none">➤ Gardening and horticulture➤ House Keeping➤ Security Services

	<ul style="list-style-type: none">• Co-ordinate and arrange for obtaining approvals of appropriate authorities for proper coordination.• The Estates Officer will oversee the systems that keep CSU estate running. This includes the annual budget, the schedules for all employees under Project management of payrolls of contractual labours under project.• Responsible for Roads, street lights, drainage management.• Guest house management and hospitality.• Planning of active measures for safety and hospitality.• Obtaining Fire safety and complying with conditions of fire safety.• Planning and active measures for safety and protection of campus from Monkeys, dogs, reptiles, honey bees and other harmful animals.• Ensuring safety measure of the workers in the campus• Power safety measures for all planned events.• Ensuring proper steps for energy optimization• Checking the potential of property for both short and long term use.• Keeping up-to-date with land management, building control and environmental issues.• The role will require strong interpersonal skills and to confidently operate in the professional manner at a senior level within the institution.
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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.
- 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.

CENTRAL SANSKRIT UNIVERSITY

SHRI RAGHUNATH KIRTI CAMPUS,
DEVPRAYAG, UTTARAKHAND

Terms & Conditions for Engagement of Project Fellow on Contractual basis:

Name of Position	Qualification & Experience
Project fellow	<ol style="list-style-type: none"><li data-bbox="781 520 1308 659">1. Essential - At least 55 % of marks in Acharya / Post Graduate Degree or equivalent in Sanskrit from a recognized university.<li data-bbox="781 663 1271 739">2. Desirable - Knowledge of Computer typing with Unicode, Devnagri



Central Sanskrit University

Shri Raghunath Kirti Campus Devprayag,

Distt-Pauri Garhwal (Uttarakhand)-249301

Ph. 01378-266028

email: director-devprayag@csu.co.in



Passport
Size

Application Form

1.	Applied for:	
2	Name (In Block Letters)	
3	Father's Name	
4	Date of birth	
5	Gender	
6.	Category	
6.	Address for correspondence	
7.	Telephone/Mobile No.	
8.	E-mail	

Academic Qualifications:

Degree	Name of University/Board	Year of % of Passing/Award	%age of marks/CGPA	Division	Subject Title
10th					
+2 or Equivalent					
Graduation					
Post. Graduation					
M. Phil.					
Ph. D.					
Others if any					

Details of Work Experience

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

Date: _ / _ /2024

(Signature of the Candidate)

Certified that above information filled by me are correct to the best of my knowledge.

(Signature of the Candidate)