



Central Sanskrit University

Shri Sadasiva Campus, Chandan Hazuri Road
Puri-752001, Odisha

Website: www.csu-puri.edu.in

F.No. CSU-SSC/Advertisement/26-27/.....84.....

Date: 01/06/2026

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (FINANCE AND ACCOUNTS)

Eligible Candidates are invited to apply for the following 01 Contractual position in Central Sanskrit University, Shri Sadashiv Campus, Puri, Odisha :-

Sl. No	Name of Contractual Position, No. of Positions, Age Limit, Remuneration and Period of Engagement	Qualification & Experience for engagement	Nature of duties of engagement
1	<p>Consultant (Finance & Accounts)</p> <p>No. of Positions:-01</p> <p>Age limit: Minimum 40 Years.</p> <p>Remuneration: Rs. 50000/- p.m. fixed (Full Time)</p> <p>Period of engagement:-11 Months.</p>	<p>Essential Qualification:-</p> <ul style="list-style-type: none">• Bachelor's Degree in Accounting with Second Division or above. <p>Experience:-</p> <ul style="list-style-type: none">• Operate and guide & train staff to operate tally software.• Good knowledge of basics of accounting, TDS & bank operations.• Minimum Five years of experience in accounting job. <p>Desirable:</p> <ul style="list-style-type: none">• Basic knowledge of GFR, GEM, TA/DA rules etc• Post Graduate of Commerce.	<ul style="list-style-type: none">• Coordinate audit replies.• 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 expenses 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/Campus team to enhance productivity and revenue.• Any other work pertain financial matters.

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 with the approval of the Competent Authority. The contract tenure may even be terminated before 11 months if individual's performance is not up to the satisfaction of University Campus
2. The candidate selected will be paid fixed remuneration/consolidated salary and no other allowance and benefits will be paid.
3. Leave: 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.
4. Method of Application: The Application for the above engagement should be submitted through email only in the prescribed application form (Annexure 1) along with copy of necessary documents/enclosures/educational and experience certificates. Applications received through email will be shortlisted. Only shortlisted candidates will be called for interview. The candidates are also required to bring that copy of Application Form on the date of interview along with documents, educational and experience certificates in original.
5. The Scanned application form along with necessary documents/enclosures should be sent to sadashivrecruitment@gmail.com Last date of Submission of Application Form is 20.06.2026 (05.00 pm). No application will be entertained after the due date.
6. Only shortlisted candidates will be called for the interview and no TA/DA shall be paid for attending the interview.
7. Interview shall be held at Central Sanskrit University, Shri Sadashiv Campus, Chandan Hazuri Road, Puri, Odisha.
8. Mode of Selection: Selection shall be made on the basis of Interview before the Selection Committee of the Campus/University.
9. Date and Time for the Interview shall be intimated separately.
10. Central Sanskrit University reserves the right to accept or reject the candidature of all/any responses without assigning any reasons whatsoever.

Sd/-
(Director)

APPLICATION FOR ENGAGEMENT AS CONSULTANT (FINANCE & ACCOUNTS) ON CONTRACTUAL BASIS

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

To,

The Director, Central Sanskrit University,
Shri Sadashiv Campus, Chandan Hazuri Road,
Puri - 752001, Odisha

Sir,

With reference to the Adv. No..... Dated my application for engagement as "Consultant (Finance and Accounts)" on contract basis at Central Sanskrit University, Shri Sadashiv Campus may kindly be accepted. My details are given below.

Sl No.	Particulars to be filled by Candidates				
01	Name (in BLOCK Letters)				
02	Father's/Husband's Name				
03	Date of Birth/Age				
04	Category				
05	Mobile Number				
06	Email				
07	Aadhar No.				
08	Address for communication				
09	Permanent Address				
10	Education Qualification along with % of marks and year of passing				
11	Experience				
	Name of Organization	Designation and nature of work	From	To	TotalExp.(In Yrs.)
12	Details of knowledge of Computer/Tally/Accounting Software				

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 Applicant)