

OFFICE OF THE DIRECTOR  
CENTRAL SANSKRIT UNIVERSITY  
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

**WALK-IN-INTERVIEW**

Notice No...65.....

Date : 24/04/2024

Eligible candidates are invited for walk in interview for following contractual position in Central Sanskrit University, Shree Sadashiva Campus, Puri.

Sl. No.	Name of Contractual Position	Period of engagement	Consolidated Remuneration	Walk-in-interview Date & Time of Interview
1	Consultant (Finance & Accounts)	11 Months	<b>Full Time</b> Rs. 50,000/- per month	02.05.2024 At 11.00 A.M.

Detailed advertisement containing requisite qualifications, other eligibility criteria, experience required, nature of duties, etc. in respect of above contractual position is available in campus website : [www.csu-puri.edu.in](http://www.csu-puri.edu.in).



(Prof. Madan Mohan Jha)

**DIRECTOR**

CENTRAL SANSKRIT UNIVERSITY  
SHREE SADASHIVA CAMPUS, PURI (ODISHA)

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.