

F.No: CSU-LKO/2023-24/Dir/01/
Central Sanskrit University, Lucknow Campus
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Website: - <http://csu-lucknow.edu.in>

No.- 02

Dated: 04.04.2024

Notification

With reference to the letter no. 35020/2023/CSU/Admn (F.O.) /4203 dated 12.02.2024 of Central Sanskrit University, New Delhi, Selection Committee for engagement of one Consultant (Finance&Accounts) on Contractual basis is hereby constituted consisting following members.

Constitution of the Committee: -

1. Prof. Sarva Narayan Jha	Director	Chairperson
2. Sh. S.R. Chaudhary	Ex. Consultant (Accounts)	Member
3. Prof. Madan Mohan Pathak	Senior Professor	Member
4. Sh. Shashikant	Dy. Director (Finanance)	Member
5. Sh. Guru Prasad	Section Officer I/C	Convener

Terms of references: - Enclosed herewith.

Meeting of the selection Committee will be held on 06.04.2024 at 10.30 am. All the Committee members are requested to make it convenient to attend the meeting.



(Prof. Sarva Narayan Jha)
Director

Copy to:-

1. All the Committee members mentioned above for information.
2. Dy. Director (Admn.), CSU, New Delhi.
3. Prof. Gurucharan Singh Negi, Coordinator, IQAC.
4. Concerned file in campus.
5. Notification file.
6. Sh. Mukul Kumar Mishra, Technical Assistant for uploading on the website.

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.