



CENTRAL SANSKRIT UNIVERSITY, LUCKNOW CAMPUS

(Established by an Act of Parliament)

Vishal Khand-4, Gomti Nagar,
Lucknow-226010 (Uttar Pradesh)

Dated: 27.01.2023

WALK-IN-INTERVIEW FOR ENGAGEMENT OF OFFICE ASSISTANT ON CONTRACT BASIS

Eligible candidates are invited for walk in interview for engaging Office Assistant on contract basis in Central Sanskrit University, Lucknow Campus. Details about the proposed contractual engagement are as following:-

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>Office Assistant –01 position</p> <p>Age limit: 35 years.</p> <p>Remuneration: Rs.30,000/- p.m. fixed.</p> <p>Period of engagement for 11 months/until regular arrangement</p>	<p><u>Essential:</u> B.S.C./B.Com./B.A./M.B.A./MCA / B.E. / B.Tech in Computer Science / Information Technology or (allied subjects with ICT Knowledge) from AICTE approved / UGC recognized institute / university.</p> <p><u>Desirable :</u> Knowledge of Law</p>	<p>1. Office Related Work</p> <p>2. Implementation of e-Office, SAMARTH-ERP project.</p> <p>3. Production of e-Content and Self-Learning e-Modules (SWAYAM – MOOCs, e-PGPathshala)</p> <p>4. Preparation of Audio-Video recording and editing of Programme/Activities (Workshop/Seminar/Conference/ Extra & Co-curricular) of CSU.</p> <p>5. LMS and Data Management.</p> <p>6. Admission, Examination and Result processing.</p> <p>7. Developing Digital Classrooms, Audio-Video Labs.</p> <p>8. Digitization of Manuscripts/ Books.</p> <p>9. Production of e-Books/Audiobooks.</p> <p>10. Any other related assignment directed from time to time.</p> <p>11. Court Cases</p>

- Interested candidates may appear for 'Walk-in-Interview' with their "Curriculum Vitae" in duplicate alongwith true copies of requisite certificates of qualification and experience and also keep original certificates for verification.
- Walk in Interview will be conducted on 30.01.2023 at 10:00 A.M. Candidates are advised to appear for the Walk-in-Interview one hour before the scheduled time.**
- 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.
- Central Sanskrit University reserves the right to accept or reject the candidature or all/any responses without assigning any reasons whatsoever.
- The engagement is purely contractual. The selected person will have no claim for regularization on the basis on this engagement.
- The University/Campus reserves the right to terminate the engagement any time before the stipulated time, without assigning any reason.
- The University/Campus reserves the right whether to make engagement of Office Assistant as per advertisement or not.
- If there exists any controversy in selection process for any dissatisfaction of the candidate therefor, the decision of Hon'ble Vice Chancellor, CSU shall be final.
- Engagement of the selected Office Assistant shall automatically expire at the end of the prescribed engagement period, if not extended by the Competent Authority.

Sd/-

(Prof. Sarva Narayan Jha)
Director