

**CENTRAL SANSKRIT UNIVERSITY**  
Under Ministry of Education  
**GURUVAYOOR CAMPUS**  
Puranattukkara Thrissur 680551

**Engagement of consultant (Finance & Accounts)**

Applications are invited from the eligible candidates having required qualifications & experience from Central/State Government Universities/institutions or equivalent as under.

Sl No	Name of post	Qualification	Nature of duties
1	<p>Consultant (Finance &amp; Accounts) [One position]</p> <p>On Contract basis for a period of 11 (eleven) months.</p> <p>Remuneration</p> <p>Rs. 50,000/- per month fixed (Full time) Rs. 30,000/- per month fixed (Part time)</p> <p>Age Minimum 40 years</p>	<p><u>Essential:-</u></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in Accounting with second division or above</li> </ul> <p>Experience</p> <ul style="list-style-type: none"> <li>• Operate and guide &amp; train staff to operate tally soft ware</li> <li>• Good knowledge of basics of accounting, TDS &amp; bank operations</li> <li>• Minimum five year's experience of accounting job</li> </ul> <p>Desirable</p> <ul style="list-style-type: none"> <li>• Basic knowledge of GFR, GEM, TA/DA rules etc.</li> <li>• Post graduate of commerce</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate Audit replies</li> <li>• Review the accounting procedures and recommend improvements</li> <li>• Develop and submit annual budget plan and finance plan to senior management for approvals</li> <li>• Monitor and manage all expense within the allotted budget</li> <li>• Prepare and submit monthly financial report and expense report to management</li> <li>• Perform financial analysis to support institution development planning</li> <li>• Create and maintain financial models to achieve set goals</li> <li>• Guide and motivate university team to enhance productivity and revenue</li> <li>• Any other work pertaining to financial matters.</li> </ul>

- Interested candidates are suggested to submit their applications in the prescribed format available at our website, along with one set self attested supporting documents through either by post/by hand/by email id ([director-thrissur@sanskrit.ac.in](mailto:director-thrissur@sanskrit.ac.in)) in favor of " The Director, Central Sanskrit University, Guruvayoor Campus, Puranattukara Thrissur – 680551"
- The last date for submission of application is 06.04.2026 at 4.00 pm
- Date of interview will be intimated through Campus website later on. Candidates are requested to visit the Campus website from time to time.

- The Engagement on the above positions, are purely on temporary and contractual basis for a fixed period
- The University reserves the right to terminate this engagement any time even before the stipulated time, without assigning any reasons
- The University reserves the right whether to make engagement as per advertisement or not.

  
**(PROF. K K SHINE)**  
**DIRECTOR**

