



The Sanskrit College and University

1, Bankim Chatterjee Street, Kolkata-700073

[Established by the Act No. XXXIII of 2015; Vide WB Govt. Notification No. 187-L, Dated 19.02.2016]

Contact No. : (033) 2241-3611/1906 | E-mail : reg1office.scu@gmail.com

<https://sanskritcollegeanduniversity.ac.in>

Memo No.: EST/R.O/SCU/194/ADVT(F.O)/2026/0438

Date: 15.06.2026

Notification for purely contractual engagement in the post of Finance Officer

Applications are invited from the eligible retired Government/ Quasi-Government/Government Undertaking/University officials for the post of the Finance Officer (purely contractual).

Post: Finance Officer (Purely contractual)

Number of Post: 01 (One)

Tenure: The engagement will remain effective for a period of six (06) months, or until further order whichever is earlier with effect from date of joining. This tenure may be extended, if required.

Age: Below 65 years as on the last date of application.

Consolidated Remuneration: As to be decided by the competent authority.

Essential Qualifications and Experience

1. Uniformly good academic record with a Master's Degree in Commerce/Finance with at least 55% marks or its equivalent grade in a point scale wherever a grading system is followed.

OR

Chartered Accountant or Cost Accountant or equivalent professional qualification;

OR

Master's Degree in Business Administration with specialization in Finance.

2. At least fifteen (15) years of experience in financial management in a Government Department, University, Institute of Higher Learning, Autonomous Body, or Commercial Establishment, of which at least five (5) years must be in a higher administrative position involving supervision, control, planning and administration.

Application Procedure

Interested candidates are requested to submit their applications in the prescribed format by e-mail to contractualengagementscu@gmail.com and fill up the Google link: <https://forms.gle/D4niBRGF3Qt5jKxJ7> only on or before 4.00 PM of **23rd June 2026** positively. No hard copy of the application shall be accepted by the University.



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Candidates are advised not to visit the University campus for submission of applications, as physical submission of applications and personal appearances in this regard will not be entertained. Candidates are required to bring all original documents for verification before the Interview Board. They shall also submit hard copies of duly filled-in signed application in prescribed format along-with self-attested copies of all relevant documents before the Interview Board for official purposes and records.

Date of Interview

All candidates who will duly submit their applications within the stipulated time are requested to appear in the **interview to be held on the 25th June 2026 at 12.00 noon** at the chamber of the Hon'ble Vice-Chancellor of The Sanskrit College and University. **No individual call letter will be issued to the candidates for appearing in the interview.**

Candidates are to report at the office of the Registrar before 30 minutes of the commencement of the interview i.e. 11.30 AM of 25th June 2026. At the time of reporting candidates should produce their original credentials for verification. Upon satisfactory verification of the documents, they will be allowed to appear before the Interview Board.

General Instructions:

1. The engagement is purely temporary and contractual and shall not confer any claim for regular appointment.
2. The University reserves the right to relax qualifications and experience in exceptional cases.
3. The University reserves the right to reject any or all applications without stating any reason.
4. Incomplete applications or applications received after the prescribed date shall be liable to be rejected.
5. Canvassing in any form will lead to disqualification.
6. The decision of the University in all matters relating to selection shall be final and binding.
7. The University may change the last date of application and date of interview, if required.
8. The University reserves the right to conduct a written or screening test before the interview if the number of Applicants for this post is large.
9. No TA /DA will be provided to the candidates to appear in the interview

Registrar
The Sanskrit College and University

Registrar (Acting)
The Sanskrit College and University
Kolkata, West Bengal

THE SANSKRIT COLLEGE AND UNIVERSITY
1, Bankim Chatterjee Street, Kolkata – 700073

APPLICATION FORM FOR ENGAGEMENT OF FINANCE OFFICER (PURELY CONTRACTUAL)

1. Personal Information

1. Name of the Applicant (in Block Letters): _____
2. Father's / Mother's Name: _____
3. Date of Birth (DD/MM/YYYY): _____
4. Gender: _____
5. Nationality: _____
6. AADHAAR No. (Optional): _____

2. Contact Details

1. Present Address:

2. Permanent Address:

3. Mobile No.: _____

4. E-mail ID: _____

3. Educational Qualifications

Sl. No.	Examination	Board/ University	Subject/ Discipline	Year of Passing	Marks (%) / CGPA
	Madhyamik/Equivalent				
	Higher Secondary/ Equivalent				
	Bachelor's Degree				
	Master's Degree				
	Other Qualification				

4. Work Experience

Sl. No.	Name of Institution	Designation	Period (From-To)	Nature of Appointment	Total Experience (Years)

5. Other Relevant Information

Declaration

I hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. I understand that if any information provided by me is found to be false, incorrect, or misleading, my candidature shall be liable to be cancelled at any stage of the selection process.

I also undertake to produce all original documents for verification as and when required by the University.

Place: _____

Signature of the Applicant

Date: _____

(Name of the Applicant)