DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

DSEU Dwarka Campus, Sector-9, Dwarka, New Delhi-110077

RECRUITMENT FOR THE POST YOUNG PROFESSIONALS- HIRING AND OPERATIONS

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative Affairs vide its notification No. F.14(65)LA-2020/CONS2LAW/82-91 dated 26th May, 2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26th February, 2020.An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills-oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for experienced and dynamic Professionals to suppor HR function at DSEU.

YOUNG PROFESSIONALS (HIRING AND OPERATIONS)

(Equivalent to Young Professionals as per NITI Aayog guidelines dated 29th July,2020)

1	Name of Position	Young Professional (Hiring and Operations)
2	Number of Positions	2 (Two)
3	Method or Recruitment	Contract based through open market
4	Age limit	Candidate should be below 32 years of age as on the date of advertisement
5	Period of contract	One Year (may be extended further based on discretion of the University
6	Remuneration (per month)	Rs 60000/-
7	Education qualification	<u>Essential</u> First class class MBA or any other Master's degree,with specialization in Human Resource Management from a reputed institution
8	Experience	Minimum 1 years of relevant work experience in a similar role of building corporate relations, ideally at a higher education or skilling institution
9	Job Description/ Requirements	• Understand the immediate and long term hiring needs of DSEU

		• Support in creating and modifying job description and roles and responsibilities of different positions • Create and post job advertisements on different platforms • Assess applications and resumes • Address questions and queries of applicants • Screen applicants before the interviewing process • Match applicants profiles to the job positions • Plan and schedule interviews and other selection processes • Communicate results to candidates • Compile and analyze data and reports