दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)
Sector 9, Dwarka, New Delhi – 110077

Date: 27.06.2022

Advertisement for Position of Young Professionals (Academics)

The Delhi Skill and Entrepreneurship University (DSEU) has been established through an act of the Legislative Assembly of the National Capital Territory of Delhi, namely the "Delhi Skill and Entrepreneurship University Act, 2019" (Delhi Act 04 of 2020) to provide quality education in applied sciences and skill education.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for Young Professionals to support the DSEU Academic Team.

1.	Name of Position	Young Professional (Academics)
2.	Number of Positions	04 (Four)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 32 years of age as on 1st of July of the year of advertisement
6.	Period of contract	01 Year (Extension based on performance and approval of competent authority)
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 60,000/-
9.	Education qualification and Experience	**Essential** Master's Degree in relevant subject or BE/B.Tech or 2 Years PG Diploma in Management or MBBS or LLB or CA or ICWA or possessing any Professional Degree earned after a study of 4 years or more acquired after 10+2. Minimum of 01 (One) year of work experience relevant to the job description **Desirable** Persons with M.Phil., M.Tech. M.S., LLM, Ph.D., **Additional qualifications -** Research experience, published papers, and post qualification experience in the relevant field would be preferred.
10.	Desirable Skills	● Good digital and research skills ● Proficiency in Microsoft Office and Data Analysis ● Excellent verbal and written communication skills ● Secondary research and report writing skills ● Good organizational and multitasking abilities ● Strong Student Management Skills ● Attention to detail

11.	Job Purpose	The Academic Team at DSEU has been working on effective and smooth running of academic processes across campuses. The Young Professionals are expected to manage all academic-related activities.
12.	Key Roles & Responsibilities	The Young Professionals will be responsible for coordinating and supporting the Academic Office of DSEU for the following academic activities: ● Conduct of classes, maintaining timetables, exam schedules, etc. ● Curriculum development. ● Admissions process. ● Conduct of examinations. ● Maintenance of academic records. ● Managing academic ERP. ● Handling student and faculty queries. ● Managing scholarships

General Instructions:

1. All eligible Nationals of India are encouraged to apply.
2. Before applying, candidates should ensure that they fulfill all the eligibility criteria.
3. No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
4. The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, and the mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
5. DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/ appointment of the candidate if he/ she does not fulfill the conditions specified in the notification.
6. Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
7. Original documents will be required to be presented for verification as and when asked by the University.
8. The last date for applying is the **18th of July, 2022**.
9. Please fill in the form for your application on https://forms.gle/2VLpJmpFzXtsFMLG7
10. Queries pertaining to the positions may also be mailed to recruitment@dseu.ac.in

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