

# **DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY**

Integrated Institute of Technology Campus,  
Sector-9, Dwarka, New Delhi-110077

## **RECRUITMENT TO THE POST OF CHIEF OPERATING OFFICER (COO)/Cluster Manager**

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 University came into existence on 15th August 2020 vide Notification dated 14.08.2020.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for an innovative and dynamic person who desires to be a part of the team that is attempting to redefine the skilling landscape in Delhi. Details of the same are given below

<b>S. No.</b>	<b>Nomenclature of Post</b>	<b>Mode of Recruitment</b>	<b>Pay Band (consolidated)</b>	<b>Number of Post</b>	<b>Period of contract</b>
1.	Chief Operating Officer/ Cluster Manager	Direct recruitment through open advertisement and interview	Rs.78800/- + DA	03	3 years, annual renewal based on performance

### Qualification & Experience:

Post	Qualification	Age Limit	Duties and Responsibilities
<b>Chief Operating Officer (COO)/(Cluster Manager)</b>	Master's Degree in Business Administration / Management/ Commerce / Humanities / Marketing / Finance / Technology / Science  <b>Experience:</b> Minimum of 10 years' experience in Administration / Management / Institution Head / Centre Manager.	65 years. Retired persons from Govt. services are encouraged to apply.	The COO will be the Cluster Manager and Shall be the overall operations and Administrative Manager for multiple DSEU campuses. He /She shall be responsible for smooth operations of admission, administration, academics, industry engagement in the campuses and the overall monitoring and reporting activities.

### 1. General Instructions

- i. The candidate must be a citizen of India.
- ii. Before applying, candidates should ensure that he / she fulfils all the eligibility conditions / norms.
- iii. Selected candidates will be posted anywhere in NCT of Delhi.
- iv. Candidates before joining shall enter / sign a Contract / bond with DSEU on prescribed terms and conditions. The contract shall be for one-year, annual renewal based on performance.
- v. The University reserved the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding any delays, conduct and result of interview and reason for not being called for an interview.
- vi. Candidates are required to submit the hard copy filled in online form along with self-attested copies of Educational & Professional Qualifications and Experience etc at the time of document verification for shortlisted candidates of the selection process.
- vii. Fulfilment of conditions of minimum qualifications shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, University reserves the right to short -listing of applicants in any

manner as may be considered appropriate and no reason for rejection shall be communicated.

- viii. Applications must be filled online through the link <https://dseu.ac.in/work-with-us/>
- ix. The educational qualification, age, experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
- x. All columns /fields must be filled in the application form. No column should be left blank, instead it should be marked 'N.A.' wherever not applicable.
- xi. Email address & Mobile No. of the candidate must be clearly mentioned for further course of contract / correspondence.
- xii. Incomplete / unsigned application(uploaded) / application without photograph / application not in prescribed proforma and those received after closing date shall be rejected.
- xiii. No TA/DA in connection with the submission of application form or appearing in the interview/selection will be paid to the candidate.
- xiv. If the qualification possessed by the candidates is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
- xv. No document will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
- xvi. Any dispute with regard to this recruitment will be subject to the Courts / Tribunals having jurisdiction over Delhi.

**2. How to apply:** For more details and online application, please refer to <https://dseu.ac.in/work-with-us/>. The last date for receiving applications is 14 days from the publication advertisement in the newspapers. No other mode of application submission shall be accepted.

**3. Mode of Selection:** Candidates who have been shortlisted after scrutiny of applications will subsequently be called for an interview via email.

**4. Final Decision:** The decision of DSEU in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information and mode of selection will be final, binding on the candidates and no enquiry or correspondence will be entertained by DSEU in this connection. DSEU reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection / appointment of the candidate, if he / she does not fulfil the conditions specified in the notification.

The DSEU reserves the right to rectify inadvertent error, omission, if any.

**Registrar, DSEU**