



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय
DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY
(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)
Integrated Institute of Technology Complex
Sector 9, Dwarka, New Delhi – 110077

Date: 06.08.2021

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 15 August 2020 vide Notification dated 14.08.2020.

The Delhi Skill and Entrepreneurship University (DSEU) is looking for short-term appointments of **Research Associate** for the development of detailed syllabus and content for certain courses.

Roles & Responsibilities :

- Support and assist DSEU Academic Team in tasks pertaining to recruitment, curriculum development, pedagogical research and coordination
- Assist DSEU Academic Team in conducting research and documentation for the programme and provide research inputs to relevant Advisory Groups and Committees
- Coordinate and plan activities/events/schedules with various stakeholders to plan and implement academic programs
- Prepare research and academic proposals
- Maintain a database of potential academic partnerships and facilitate the process of academic tie-ups
- Manage administrative tasks such as document creation, file management, draft meeting minutes, and the preparation of any electronic or printed research deliverables, among others.

Key Qualifications

1. At least Bachelor's Degree or equivalent in the relevant field.
2. A minimum of 4 years of work experience in the relevant field(s) or a Masters and two years in the relevant field.
3. Good digital and research skills.
4. Excellent verbal, written and communication skills.
5. Experience in developing curriculum including audio-visual material.
6. Ability to organise, design, and carry out creative research projects.
7. Secondary research and report writing skills.
8. Good organisational and multitasking abilities.
9. Prior experience in building a course/subject/topic and teaching experience is preferred.

General Instructions

Please apply with your CV(s), examples of relevant work done, scope of work that you can deliver and expected remuneration for the same with justification of costs. Please email on ps-registrar@dseu.ac.in

1. Individuals of all nationalities are encouraged to apply
2. Before applying, candidates/ teams should ensure that he/ she fulfils all the eligibility conditions norms
3. Decisions to award the work will be made by a committee formed by DSEU based on an interview. Ability to devote resources and time to the project with immediate effect will play a role in selection. The individual needs to work closely with the DSEU team and be willing to receive and work on feedback.
4. No correspondence whatsoever will be entertained from applicants regarding any delays, conduct and result of interview and reason for not being called for an interview.
5. 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.
6. 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.
7. Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
8. Original documents will be required to be presented for verification as and when asked by the University.
9. The last date for applying is **15th August, 2021**.
- 10. Please fill in the form for your application on <https://forms.gle/tqqNbLoYDGH2Vg8M8>**
11. Queries pertaining to the positions may also be mailed to ps-registrar@dseu.ac.in