



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

General Instructions

1. Please go through the Eligibility Criteria specifically mentioned in the information for the post you are applying before filling the online application form.
2. The University reserves the right to fill or not to fill any or all the posts advertised.
3. Late applications will not be entertained under any circumstances.
4. Meeting the eligibility criterion is not sufficient to be called for an interview. DSEU reserves the right to call a selected pool from the eligible applicants for further selection.
5. Applicants selected for further process will be required to present their latest research and plans for their work at the University to a selection committee.
6. The number of posts advertised is provisional and can be varied as per the requirement of the University.
7. Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
8. The Selection Committee reserves the right for relaxation in eligibility criteria for exceptionally brilliant candidates.
9. The Candidate will be required to furnish original documents for verification as and when asked by the University.
10. The last date for applying is 17th March 2023, 23:59 hrs
11. Online application form is available on DSEU website (www.dseu.ac.in), under the Work with Us section <https://dseu.ac.in/work-with-us/>
12. Queries pertaining to the positions may be mailed to spokenenglishcourse@dseu.ac.in

RECRUITMENT FOR PROJECT MANAGEMENT AND DEVELOPMENT AND MANAGEMENT CONSULTANTS (PDMC)

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 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 experienced and efficient professionals to support DSEU in implementing and delivering a quality Spoken English Course and other short courses to the youth of Delhi.

DSEU already implementing short term courses (approx. 3-6 months) for the youth of Delhi to develop their skills, one such course is the Spoken English Course. Already about 9000 students have been trained under this project in the last few months.

DSEU, through these selected personnel, plans to strategise and implement the project, liaise with the selected delivery partners, manage daily operations, and implement a mechanism to monitor and review the project in accordance with the government policies.



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Advertisement for Position of Project Manager/ Lead for the Spoken English Course

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The Delhi Skill and Entrepreneurship University (DSEU) is looking for a Project Manager/ Lead for the delivery of the Spoken English Course Program

1.	Name of Position	Senior Manager
2.	Number of Positions	01 (One)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 55 years of age as of 1st of July of the year of Advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 1,45,000/- p.m.
9.	Education qualification	<u>Essential</u> First Class Master’s Degree in Business Administration/ relevant field or Postgraduate degree in Education/ Policy Studies from a reputed University or Institution. <u>Desirable</u> Have handled large scale Govt. Projects/ Government consulting from corporate side. <u>Additional qualifications</u> Project Management certification
10.	Experience	<u>Essential</u> <ul style="list-style-type: none">● At least 10 years experience in the field of handling large projects in reputed organizations.● Experience of managing/leading at least two large-scale assignments/programs involving strategy development, development of roadmap, implementation planning and implementation support in the skilling/education sector.● Experience in the skill development projects is essential. <u>Desirable</u> <ul style="list-style-type: none">● Experience in handling large scale government projects in Academic Organizations/Government Department/PSUs is highly desirable.
11.	Desirable Skills	<ul style="list-style-type: none">● Advanced excel, data analysis, and presentation skills.● Excellent verbal, written, and communication skills.● Strong liasoning skills and leadership qualities.● Good organizational and multitasking abilities and Management Skills

12.	Job Purpose	<ul style="list-style-type: none"> ● Manage the project team and assist the Project Director in the implementation and operationalization of the project.
13.	Key Roles & Responsibilities	<ul style="list-style-type: none"> ● Ensure successful operations and management of project ● Benchmark the organization's social media initiatives and plan with other leading organizations and implement best industry practices. ● Collaborate with other teams such as academic, partnerships, Infrastructure, admissions & outreach teams to design promotional content. ● Perform research on current benchmark trends and audience preferences ● Suggest and implement new features to develop awareness, like promotions and competitions. ● Stay up-to-date with current technologies and trends in social media, design tools and applications. ● Communicate with followers, respond to queries in a timely manner and monitor customer reviews.



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Advertisement for Position of Subject Matter Expert for the Spoken English Course

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 a Subject Matter Expert for the delivery of the Spoken English Course Program

1.	Name of Position	Subject Matter Expert – English
2.	Number of Positions	01 (One)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 40 years of age as of 1st of July of the year of advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 80,000/- p.m.
9.	Education qualification and Experience	Essential First Class MA in English and from a reputed University or Institution or equivalent Post Graduate qualification. Desirable MBA/PhD.(English) or relevant field Additional qualifications Diploma in English language teaching/IELTS/TOEFL certification
10.	Experience	Essential 5-8 years experience in the relevant field Desirable Preference should be given to those who have already worked or currently working in Academic Institutions/Government organization/PSU/Autonomous Bodies and have handled projects.
11.	Desirable Skills	<ul style="list-style-type: none">● Good digital and research skills.● Strong excel, data analysis, and presentation skills.● Excellent verbal, written, and communication skills.● Secondary research and report writing skills.● Good organizational and multitasking abilities.● Strong Student Management Skills.
12.	Job Purpose	<ul style="list-style-type: none">● Manage the project team and assist the Project Director in the implementation and operationalization of the project through domain-specific expertise.

13.	Key Roles & Responsibilities	<ul style="list-style-type: none">● Applying subject expertise in evaluating business operations and processes.● Identifying areas where technical solutions would improve business performance.● Consulting across business operations, providing mentorship, and contributing specialized knowledge.● Recommending technical solutions and determining software development requirements.● Providing subject expertise and guidance to IT developers during the software development life cycle.● Overseeing the development, testing, and implementation of technical solutions.● Determining whether technical solutions meet defined requirements.● Verifying technical reference information, including user guides, training manuals, and system requirements.● Ensuring accurate representation of expertise prior to the distribution of technical solutions to end-users.● Documenting processes and disseminating information to all relevant stakeholders.● Undertake field visits when required.
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Advertisement for Position of Subject Matter Expert for the Spoken English Course

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The Delhi Skill and Entrepreneurship University (DSEU) is looking for a Subject Matter Expert for the delivery of the Spoken English Course Program.

1.	Name of Position	Subject Matter Expert – IT
2.	Number of Positions	01 (One)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 40 years of age as of 1st of July of the year of advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 80,000/- p.m.
9.	Education qualification and Experience	<u>Essential</u> First Class B.Tech (IT/CSE)/MCA from a reputed University or Institution or equivalent Post Graduate qualification. <u>Desirable</u> MBA(IT)/M.Tech(IT/CSE) or relevant field. <u>Additional qualifications</u> Standard industrial certificate in IT is desirable.
10.	Experience	<u>Essential</u> 5-8 years experience in the relevant field <u>Desirable</u> Preference should be given to those who have already worked or currently working in Academic Institutions/Government organization/PSUs/Autonomous Bodies and have handled projects.
11.	Desirable Skills	<ul style="list-style-type: none">● Good digital and research skills.● Strong excel, data analysis, and presentation skills.● Excellent verbal, written, and communication skills.● Secondary research and report writing skills.● Good organizational and multitasking abilities.● Strong Student Management Skills.
12.	Job Purpose	<ul style="list-style-type: none">● Manage the project team and assist the Project Director in the implementation and operationalization of the project through domain-specific expertise.

13.	Key Roles & Responsibilities	<ul style="list-style-type: none">● Applying subject expertise in evaluating business operations and processes.● Identifying areas where technical solutions would improve business performance.● Consulting across business operations, providing mentorship, and contributing specialized knowledge.● Recommending technical solutions and determining software development requirements.● Providing subject expertise and guidance to IT developers during the software development life cycle.● Overseeing the development, testing, and implementation of technical solutions.● Determining whether technical solutions meet defined requirements.● Verifying technical reference information, including user guides, training manuals, and system requirements.● Ensuring accurate representation of expertise prior to the distribution of technical solutions to end-users.● Documenting processes and disseminating information to all relevant stakeholders.● Undertake field visits when required.
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Advertisement for Position of Consultant for the Spoken English Course

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The Delhi Skill and Entrepreneurship University (DSEU) is looking for the Consultant for the delivery of the Spoken English Course Program

1.	Name of Position	Consultant
2.	Number of Positions	02 (Two)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 35 years of age as of 1st of July of the year of Advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 60,000/- p.m.
9.	Education qualification	<u>Essential</u> First Class MBA from a reputed institute/university. <u>Desirable</u> Diploma in IT or industry certification
10.	Experience	<u>Essential</u> Undergraduate + 05 years of hands-on experience in project management/ consulting Postgraduate + 01 year of experience in project/ consulting domain <u>Desirable</u> Preference should be given to those who have already worked or currently working in Govt./PSU/Autonomous Bodies and have handled projects.
11.	Desirable Skills	<ul style="list-style-type: none">● Advanced excel, data analysis, and presentation skills● Excellent verbal, written, and communication skills● Good organizational and multitasking abilities and Management Skills
12.	Job Purpose	<ul style="list-style-type: none">● Work with project team and assist the Project Director in the implementation and operationalization of the project through domain-specific expertise
13.	Key Roles & Responsibilities	<ul style="list-style-type: none">● Should have experience of working with the Government agencies / PSUs/ or any other reputed multilateral NGO or private organizations on topics related to large-scale transformation (involving strategy development, road mapping, implementation planning, identifying PPP models, PMU set up and implementation support) in the social development sector● Monitoring project related work, engaging with stakeholders when required● Undertake field visits when required● Should have experience in Administration and Accounts.



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Advertisement for Position of Associate Consultant for the Spoken English Course

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The Delhi Skill and Entrepreneurship University (DSEU) is looking for a Associate Consultant for the delivery of the Spoken English Course Program

1.	Name of Position	Associate Consultant
2.	Number of Positions	02 (Two)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 30 years of age as of 1st of July of the year of advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 35,000/- p.m.
9.	Education qualification	<u>Essential</u> First Class degree in B.A. English/ B.A. Economics /B.Com/B.SC./B.Tech <u>Desirable</u> MBA. <u>Additional qualifications</u> Diploma/Certificate in Computer Course
10.	Experience	<u>Essential</u> 02 years hands-on experience of secretarial/computation work/data analysis etc. <u>Desirable</u> Preference should be given to those who have already worked or currently working in Govt./PSU/Autonomous Bodies and have handled projects.
11.	Desirable Skills	<ul style="list-style-type: none">• Advanced excel, data analysis, and presentation skills• Good organizational and multitasking abilities and Management Skills.
12.	Job Purpose	<ul style="list-style-type: none">• Work with project team and assist the Project Director in the implementation and operationalization of the project through domain-specific expertise
13.	Key Roles & Responsibilities	<ul style="list-style-type: none">• To planning, organizing, coordinating and controlling office activities with a view to achieve departments objectives.• Performing basic admin duties including printing, sending emails, and ordering office supplies.

		<ul style="list-style-type: none">● Organizing staff meetings and updating calendars.● Assisting and supporting management.● To respond quickly to requests from management.● To efficiently provide reliable support to the management● To maintain database & record of all related files, office orders, contact database & handle all incoming & outgoing communications.● Create and update records ensuring accuracy and validity of information● Schedule and plan meetings and appointments● Monitor level of supplies and handle shortages● Resolve office-related malfunctions and respond to requests or issues● Coordinate with other departments to ensure compliance with established policies● Undertake field visits when required.
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Advertisement for Position of Support Staff for the Spoken English Course

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The Delhi Skill and Entrepreneurship University (DSEU) is looking for a Support Staff for the delivery of the Spoken English Course Program

1.	Name of Position	Support Staff
2.	Number of Positions	01 (One)
3.	Place of Posting	DSEU Dwarka Campus, New Delhi
4.	Recruitment Type	Contractual
5.	Age limit	Candidate should be below 30 years of age as of 1st of July of the year of advertisement
6.	Period of contract	01 Year
7.	Probation Period	03 Months
8.	Remuneration (per month)	Rs. 18,500/- p.m.
9.	Education qualification and Experience	Essential 12th Pass from recognized Board with at least 60% marks. Desirable Graduation in any discipline. Additional qualifications ITI passed from govt. Institutions.
10.	Experience	Essential 0-1 year experience in support staff. Desirable Preference should be given to those who have already worked or currently working in Govt./PSU/Autonomous Bodies
10.	Desirable Skills	<ul style="list-style-type: none">● Good Interpersonal Skills.● Good organizational and multitasking abilities● Working knowledge of operating photocopy machines.● Basic knowledge of operating computer.● Arranging files.● Basic cleaning work like dusting tables.
11.	Job Purpose	<ul style="list-style-type: none">● Support Project Team
12.	Key Roles & Responsibilities	<ul style="list-style-type: none">● General cleanliness and upkeep of the Section/Unit.● Carrying of files and papers within the building.● Physical maintenance of records of the Section.

		<ul style="list-style-type: none">● Photocopying, sending of fax, etc.● Other non-clerical work in the Section/Unit if required.● Assisting in routine office work like the diary, dispatch, etc.● Cleaning of rooms and dusting of furniture etc.● Delivering of Dak (outside the building).● Opening and closing of rooms.● Cleaning of the building, fixtures, etc.● Work-related to his ITI qualifications, if it exists.● Driving of vehicles, if in possession of a valid driving license.● Undertake field visits when required.
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