

GUJARAT UNIVERSITY
B.K.SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES
DEPARTMENT OF PUBLIC POLICY AND GOVERNANCE (DPPG)
WALK IN INTERVIEW - CONTRACTUAL RECRUITMENT (11 Months)
AHMEDABAD 380009
Teaching & Non Teaching Positions

Applications are invited for IM.B.A., MBA and PGD programmes of run at DPPG,
B.K.School of Professional and Management Studies, Gujarat University.

For details Click Here: <https://www.gujaratuniversity.ac.in/career>

- **Director, B.K.School**

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1. Interviews for the post of Teaching Assistant, Computer Programmer, Job Trainee/Office Assistant, Office Boy/Peon, Office Boy/Sweeper for IMBA, MBA and Evening Programmes run at Department of Public Policy and Governance, BK School of Professional and Management Studies are to be held on **6th October 2023, 10 AM onwards.**
2. Appointment is **Purely on Temporary/Adhoc (11 (Eleven) Months) Contractual basis.**
3. Only those candidates who are prima facie found eligible will be interviewed.
4. The University/School reserves the right to fill up less or more number of positions as per the requirements.
5. Applicants can submit the online applications form as per preference of positions on: <https://forms.gle/m5VaAQSUA3cpwFhy5>. Hard copy of the application form can be submitted as per the prescribed format at: DPPG Office, First Floor, Maharshi Vedvyas Shikshan Sankul, Near Gujarat University Library, Gujarat University.
6. At the time of interview all the applicants have to come with self-attested copies of all the testimonials along with original documents and hard copy of filled prescribed application form.
7. The B.K.School DPPG reserves the right to withdraw the position at any time without assigning any reason.

Note : For any query, connect us through mail on : hod@bkdppg.ac.in

Venue of Interview: DPPG Office, First Floor, Maharshi Vedvyas Shikshan Sankul, Near Gujarat University Library, Gujarat University

Date of Interview: 6th October 2023

Time of Interview: 10.00 am onwards

Details of Positions

Sr. No.	Designation	No. Positions (MBA)	No. of Position (IMBA)/ Evening	Qualification	Remuneration p.m.
1	Teaching Assistant cum Training and Placement Officer (TPO) (MBA)	1	-	Master's degree with 55% marks in related area with relevant experience and SLET/NET/Ph.D Or Master's degree with 55% marks in related area without SLET/NET/Ph.D.	40000 Or 35000
2	Teaching Assistant	3	3	Master's degree with 55% marks in related area with experience of more than 5 years with SLET/NET/Ph.D. Or Master's degree with 55% marks in related area with SLET/NET/Ph.D. Or Master's degree with 55% marks in related area without SLET/NET/Ph.D.	40000 Or 35000 Or 30000
3	Network Administrator	1	1	M.E./ M.Tech. (Computer)/M.C.A./ M.Sc. (C.A. & I.T.) with at least 55% OR B.E./ B.Tech. (Computer/IT) with first class /BCA	20000
4	Job Trainee/ Office Assistant	2	2	Any Graduate with relevant work experience	18000
5	Job Trainee/ Office Assistant (Part Time)	1	1	Diploma /Graduate Ready to work in the evening (5) hours having knowledge of computer and design work	9000
6	Office Boy(Peon)	1	2	10 th Pass with positive attitude	13000
7	Office Boy(Sweeper)	1	1	Cleaning ability	13000

Job Responsibility:

1) Teaching Assistant cum Training and Placement Officer (TPO)

- To enhance placements, PPOs, and company quality.
- To manage corporate relationships and interviews.
- To provide career guidance and interview preparation.
- To organize skill development programs.
- To meet recruitment targets and collaborate with stakeholders.
- To demonstrate strong interpersonal and communication skills.
- To exhibit proficiency in MS Office.
- To show willingness to travel as needed.
- In addition to that, The Responsibilities of Teaching Assistant as mentioned below would also be included

2) Teaching Assistant

- To deliver a range of teaching and assessment activities, including tutorials, seminars, and lectures
- To contribute to developing appropriate teaching materials to ensure content and delivery methods meet learning objectives.
- To participate in the assessment process, using a variety of methods and techniques, and provide effective, timely, and appropriate feedback to students to support their learning.
- To participate in the supervision of practical work, advising on skills, methods, and techniques to assist the transfer of knowledge.
- To contribute to the ongoing development and design of the curriculum, in a manner that supports a search-led and scholarly approach to student learning.
- To engage in professional development as appropriate and regularly update subject-related knowledge base.
- To undertake administrative duties like admission process, exam duties, and related work, result preparation and related work, managing student event activities, and any other administrative activities as requested by the Head of Department

3) Computer Programmer

- To effectively use the Internet for researching and resolving computer-related problems.
- To document processes and create presentations for clear communication.
- To utilize G Suite and other productivity tools for efficient task management.
- To possess strong communication, interpersonal, and social skills.
- To develop and maintain academic/ administrative/ students/ software applications, tools, or systems as per college project requirements.
- To assist in software deployment, configuration management, and version control.
- To contribute to continuous improvement in software development methodologies and practices.

4) Job Trainee (Office Assistant)

- To provide comprehensive administrative support for college operations, including scheduling meetings, handling inquiries, and assisting students, faculty, and staff.
- To effectively manage college documents, records, and maintain a well-organized filing system.
- To assist in procurement, inventory management, and basic bookkeeping for office supplies and materials.
- To perform data entry, support document preparation, and assist in generating reports as needed.
- To collaborate seamlessly with various departments and colleagues to ensure smooth administrative processes.
- To maintain a tidy and efficient office space, promoting a productive work environment.
- To contribute to the coordination of college events, workshops, and meetings.
- To assist colleagues with general office tasks, exam and administration and other tasks fostering teamwork and office cohesion.

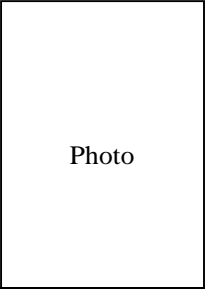
5) Office Boy / Peon

- To maintain cleanliness and tidiness throughout the college premises, including classrooms, corridors, and common areas.
- To efficiently distribute incoming posts, documents, and academic materials to the relevant individuals.
- To assist in setting up meeting rooms, arranging furniture, and preparing spaces for events, ensuring they run smoothly.
- To ensure that college supplies, materials, and refreshments are adequately stocked and readily available.
- To proficiently operate office equipment such as photocopiers, scanners, and other essential tools.
- To follow instructions from administrative staff and supervisors promptly and effectively.
- To contribute to the creation of a conducive learning and working environment within the college.
- To assist in minor office tasks, such as photocopying, filing, and delivering materials to support college functions.

6) Office Boy/ Sweeper

- To maintain a clean and hygienic environment within the college premises, including classrooms, restrooms, and common areas.
- To perform regular cleaning tasks, including sweeping, mopping, and vacuuming, to uphold cleanliness standards.
- To ensure restrooms are clean, sanitized, and well-supplied, upholding hygiene standards.
- To empty trash bins and manage waste disposal in an eco-friendly manner.
- To assist in arranging furniture and running errands as requested by the college staff.
- To support basic office tasks, such as photocopying documents and providing refreshments during events.
- To promptly report any maintenance issues or repair needs to the relevant college personnel.
- To prioritize safety by adhering to established safety guidelines and maintaining a secure work environment.

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B.K.SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES
Brief Bio-Data of candidate



Post Applied For: _____

Area of Interest: _____ (Subject)

1	Full Name					
	Male/Female					
	Date of Birth					
	Category	OPEN/SC/ST/SEBC/PH				
2	Contact Details					
	Address for Communication					
	Telephone No					
	Mobile No.					
	E-mail ID					
3	Qualification					
	Degree/s/Diploma	University /Institution	Main Subject/s	Class	Percentage of Marks	Year of Passing
	1)					
	2)					
	3)					
	4)M.Phil.					
	5)Ph.D.					
	Other qualifications, if any(Please give details below)/Certificates					
	6)H.S.C					
	7)S.S.C					

4	Whether cleared the National Eligibility Test(NET)/Gujarat State Eligibility Test (GSET)for Asst. Prof (Applicable for Teaching Asst post only)	Main Subject/s	Class	Percentage of Marks	Year of Passing	
5	Experience,includingteachingexperience(startingwithcurrentemployment)					
	Name of Employer	Designation	Nature of responsibilities *	Period		Gross Salary
				From	To	

* Attached extra sheet if required.

* Please specify under–graduate/post graduate teaching experience, if any

**Please attach self attested copies of all documents.

**Please attach CV if additional information to be provided by you.

*(Signature of applicant)