



EMPLOYMENT NOTIFICATION NO. VDU/06-2/2022-23

ADVERTISEMENT FOR THE NON - TEACHING AND OTHER ACADEMIC POSTS

Vidhyadeep University (VDU) invites online applications in the prescribed format from eligible Indian nationals for appointment Teaching and Non- teaching and Other posts.

Date of Commencement of Application	17/11/2022
Last date of Application	30/11/2022 Up to 5:30 p.m.
Last date of receipt of hardcopy of application along with all self-attested enclosures (Including postal processing days)	05/12/2022 Up to 5:30 p.m.

DETAILS OF THE POST(S), QUALIFICATIONS, OTHER REQUIRMENTS, ETC.

SR NO.	NAME OF POST	EDUCATIONAL AND OTHER QUALIFICATION
1	PROFESSOR /PRINCIPAL	<p>A. (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 10 research publications in the peer reviewed/ UGC listed journals and a total research score of 120 as per the criteria given in Appendix III, Table 2.</p> <p>(ii) A minimum of ten years of teaching experience in university/college as Assistant Professor/Associate Professor/Professor, and/or research experience at equivalent level at the University/National level institutions/industries with evidence of having successfully guided doctoral candidate.</p> <p>(iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p> <p style="text-align: center;">OR</p> <p>B. An outstanding professional with Ph.D. in relevant/allied/applied disciplines from academics/research institutions/industries, who has made significant contributions to the knowledge in the concerned/allied/relevant discipline to be substantiated with documentary evidence.</p>





2	ASSOCIATE PROFESSOR	<p>i. Good academic record with a Ph.D. Degree in the concerned/allied/relevant disciplines.</p> <p>ii. A Master 's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed).</p> <p>iii. A minimum of eight years of experience of teaching and/or research in an academic/research position equivalent to that of Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of seven publications in the peer reviewed/UGC listed journals and a total research score of Seventy Five (75) as per the criteria given in Appendix III,Table 2.</p> <p>iv. Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.</p>
3	ASSISTANT PROFESSOR	<p>A.</p> <p>i) Master's degree with 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in a relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</p> <p>ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be.</p> <p>Provided further, candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances / Bye-laws / Regulations of the Institutions awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges / Institutions subject to the fulfillment of the following conditions: -</p>





		<p>a) Ph.D. degree of the candidate awarded in regular mode only;</p> <p>b) Evaluation of the Ph.D. thesis by at least two external examiners;</p> <p>c) An open Ph.D. viva voce of the candidate had been conducted;</p> <p>d) Candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a refereed journal;</p> <p>e) Candidate has made at least two presentations in conference/seminars, based on his/her Ph.D work.</p> <p>(a) to (e) as above are to be certified by the Registrar/ Dean (Academic Affairs).</p> <p>iii) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC like SLET/SET.</p> <p style="text-align: center;">OR</p> <p>B. Ph.D degree from a university/institution with a ranking in top 500 in the World University ranking (at any time) by Quacquarelli Symonds (QS), the Times Higher Education (THE) and Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).</p>
4	CHIEF ACCOUNTS & FINANCE OFFICER	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever gradingsystem is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>





5	CONTROLLER OF EXAMINATIONS	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever gradingsystem is followed.</p> <p>ii) At least 15 years of experience as Assistant Professor in the Academic Level 11 and above or with 8 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 8 years shall be as Deputy Registrar or an equivalent post.</p>
6	DEPUTY REGISTRAR	<p>i) Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) Nine years of experience as Assistant Professor in the AGP of Rs.6000/- and above with experience in educational administration. OR Comparable experience in research establishment and / or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or in an equivalent post. Desirable – Degree in Management and LAW, knowledge of Computer.</p> <p style="text-align: center;">OR</p> <p>Comparable experience in research establishment and/or other institutions of higher education.</p> <p style="text-align: center;">OR</p> <p>15 years of administrative experience, of which 5 years shall be as Assistant Registrar or an equivalent post.</p> <p>Desirable:</p> <p>Degree in Management and LAW, Knowledge of Computer Applications.</p>





7	ASSISTANT REGISTRAR	<p>Master's Degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University.</p> <p>(ii) Degree in Management and law, Knowledge of Computer Applications..</p>
8	HUMAN RESOURCE OFFICER	<p>Master's Degree in MBA (HRM) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University</p> <p>(ii) Degree in Management and LAW, Knowledge of Computer Applications.</p>
9	PROJECT OFFICER	<p>Master's Degree in MBA (Project Management) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed. and Candidates are required to score at least 55-60% in their graduation or equivalent level.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University/College</p> <p>(ii) Degree in Management and LAW, Knowledge of Computer Applications.</p>
10	LIAISON OFFICER (INTERNATIONAL AFFAIRS)	<p>Master's Degree in public relations or communications with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in international affairs in Academic/ Admission/Educational Administration/ / of the international University/College.</p> <p>(ii) Good working knowledge of computer applications.</p>





11	SOCIAL MEDIA MANAGER	<p>i) Masters' Degree with at least 55% of marks or its equivalent grade of B in the UGC 7-point scale in Journalism and Mass Communication from recognised University/Institute.</p> <p style="text-align: center;">OR</p> <p>Masters' Degree in any discipline with First Division and P.G. Diploma in journalism and Mass Communication from recognised University/Institute.</p> <p>ii) At least Five years' experience in the editorial department/Centre of any established English/ regional Newspaper accredited with ABC, National News Agencies, Radio or Television, Film Media, reputed advertising agencies with excellent command of speaking in English, Hindi and Regional Language.</p> <p>Desirable: Good working knowledge of computer applications.</p>
12	MARKETING MANAGER	<p>Master's Degree in MBA (Marketing) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University</p> <p>(ii) Good working knowledge of computer applications.</p>
13	ACCOUNTANT	<p>Master's Degree in M. Com (Accountancy)/MBA (Finance) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University</p> <p>(ii) Good working knowledge of computer applications.</p>
14	ACCOUNT ASSISTANT	<p>Bachelor's Degree in B. Com (Accountancy)/BBA with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance /</p>





		Examination / Academic of the University (ii) Good working knowledge of computer applications.
15	LAB ASSISTANT	Diploma in Mechanical/Electrical/Civil Engineering with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: (i) Two years of experience of the University /Engineering College /Industry (ii) Good working knowledge of computer applications
16	MARKETING ASSISTANT	Bachelor's Degree in BBA (Marketing) with at least 60% of the marks or an equivalent grade in a point scale wherever grading system is followed. Desirable: (i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University (ii) Good working knowledge of computer applications.
17	ADMINISTRATIVE ASSISTANT	Bachelor's Degree in any discipline /BBA/Economics/ Commerce with 60% or an equivalent grade in a point scale wherever grading system is followed. Proficiency in Typing, Computer applications, noting and drafting. Desirable: Experience in Administrative / Accounts / Academic matters. Capacity to work in a fully computerized environment.
18	ADMISSION COORDINATOR	Bachelor's Degree in any discipline /BBA/Economics/ Commerce with 60% or an equivalent grade in a point scale wherever grading system is followed. Proficiency in Typing, Computer applications, noting and drafting. Desirable: Experience in Admission/Administrative / Accounts / Academic matters. Capacity to work in a fully computerized environment.





19	ERP ADMINISTRATOR / IT EXECUTIVE	<p>Master's Degree in MCA/ME/M Tech. in Computer/ Information Technology with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable: Five years of experience in supervisory level in Administration / Examination / Academic/IT Section of the University/ College</p>
20	PLACEMENT OFFICER	<p>Master's Degree in MBA (HRM) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable: Five years of experience in supervisory level in Administration / Establishment/Placement Cell of the University/College Good working knowledge of computer applications.</p>
21	CIVIL SUPERVISOR	<p>Master's Degree in ME/M.Tech./BE/B.Tech. (Civil) with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable: Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University in Level 7 or holding analogous post. Good working knowledge of computer applications.</p>
22	MARKETING ASSISTANT	<p>Essential: Master's Degree in MBA (Marketing) with at least 55% OR BBA with at least 60 % of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable: Five years of experience in supervisory level in Administration/Establishment of the University/College Good working knowledge of computer applications</p>





23	DATA ENTRY OPERATOR	<p>Bachelor's Degree in any discipline /BBA/Economics/ Commerce with 60% or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Excellent typing Speed</p> <p>Well versed with Ms Office (Word, PowerPoint and Excel)</p> <p>Analyzing data</p> <p>Good communication and presentation skills.</p> <p>Desirable:</p> <p>Experience in Administrative / Accounts / Academic matters. Capacity to work in a fully computerized environment.</p>
24	SECURITY OFFICER	<p>Bachelor's Degree in any discipline /BBA/Economics/ Commerce with 60% or an equivalent grade in a point scale wherever grading system is followed.</p> <p>Desirable:</p> <p>Minimum 15 Years' experience in Army/Navy/Air Force Dealing with Vigilance in Security in Educational</p>
25	PEON	<p>10th Pass from any recognised Board.</p>
26	DRIVER	<p>10th Pass from any recognised Board.</p> <p>Possession of a Valid Commercial Driving License for Light / Medium / Heavy Vehicles issued by the Competent authority having no adverse endorsement.</p> <p>Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicles).</p> <p>Experience of driving motor vehicles for at least 2 years.</p>





27	WORKSHOP INSTRUCTOR	Diploma in Mechanical Engineering OR ITI in any Branch (Fitter/ Welder etc.,) Desirable: Two years of experience of the University/Engineering College /Industry Good working knowledge of computer applications
28	LABORATORY ATTENDANT	10+2 with Science stream from any recognized Central/ State Board. OR 10th Pass from any recognized Central/ State Board with Science as one of the subjects and two years' experience in Laboratory of recognised University /Institution / College.
29	HOSTEL ATTENDANT	10th Pass from any State/Central School/Board. OR ITI Pass Desirable: At least two years of experience in a Hostel/Canteen/ Hotel/ Guest House etc.
30	MEDICAL ATTENDANT DRESSER /	Matriculation or its equivalent examination from any recognized Board. Two years' experience in a reputed hospital and with elementary knowledge of first aid or handling of dressing wounds. Desirable: 10+2 with Biology subject or equivalent from a recognized Board
31	HOSTEL RECTOR	10+2 with from a recognized Board /Graduate with Good Communication Skills
32	TELE CALLER	Graduate with Good Communication Skills. Minimum graduation required (Fresher's can also apply). Applicant should have basic English communication skills (Speaking, writing & understanding).





		<p>Key Competencies</p> <p>Must be Confident, resourceful, supportive with good communication skills.</p> <p>Problem analysis and problem solving</p> <p>Convincing skill</p> <p>Teamwork.</p>
33	PS TO PRESIDENT / PROVOST	<p>Master's Degree/ Bachelor's Degree from a recognized University and Five years of experience as Stenographer/Steno-typist in Academic Institutes/ Open Learning Distance Institutes/ Autonomous Bodies / Public Sector/Govt. Sector.</p> <p>Key Competencies</p> <p>Must be Confident, resourceful, supportive with good communication skills.</p> <p>Convincing skill</p> <p>Teamwork</p> <p>Ready to work in confidential document and faithful to university authority.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in Administration / Establishment / Finance / Examination / Academic of the University</p> <p>(ii) Degree in Management and LAW, Knowledge of Computer Applications.</p>
34	PA to Registrar	<p>Bachelor's Degree with minimum 55% marks in any subject. In addition, the candidate should have minimum Three years' experience of non-academic work in any educational institution.</p> <p>Key Competencies</p> <p>Must be Confident, resourceful, supportive with good communication skills.</p> <p>Convincing skill</p> <p>Teamwork</p> <p>Ready to work in confidential document and faithful to university authority.</p> <p>Desirable:</p> <p>(i) Five years of experience in supervisory level in</p>





		Administration / Establishment / Finance / Examination / Academic of the University (ii) Degree in Management and LAW, Knowledge of Computer Applications.
35	Electrician/Wireman	Degree/Diploma/Certificate/ITI/ Any State/Central Government Recognized Course Related to Eclectic. Desirable: At least one years of experience in a Relevant Field.
36	Plumber	10th Pass from any State/Central School/Board/ITI Pass Desirable: At least one years of experience in a Relevant Field.

