

GUJARAT UNIVERSITY
B.K.SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES
DEPARTMENT OF PUBLIC POLICY AND GOVERNANCE (DPPG)
WALK-IN INTERVIEW - CONTRACTUAL RECRUITMENT (11 MONTHS)

1. Walk in Interviews for the post of Teaching and Non-Teaching Staff for IMBA, MBA and PG Diploma/PhD/Certificate Programmes run at Department of Public Policy and Governance, BK School of Professional and Management Studies are to be held on **6th September 2024**, from 9.00 am to 1.00 pm.
2. Appointment is **Purely on Temporary/Adhoc (11 (Eleven) Months) Contractual basis**.
3. The University/School reserves the right to fill up less or a greater number of positions as per the requirements.
4. Interested Applicants need to submit online application form on given link: <https://forms.gle/qEEYxwBmH27Lq81L8> Last Date for submission of application (Online) is **5th September 2024 till 2:00 PM (IST)**.
5. Interested candidate need to report to the Venue of Interview between 9.00 a.m. to 10.00 am and submit the documents. Only those candidates who are prima facie found eligible will be interviewed.
6. Applicants need to appear with filled copy of Prescribed Application form, detailed bio data and self-attested copies of all the testimonials along with original documents without fail. In the qualifying examination mark sheet, if grades are mentioned, proof regarding their equivalence in terms of class/percentage should be produced.
7. If a candidate wants to apply for more than one post then he/she will have to fill the form separately for each post. For One post only Form needs to be filled up.
8. The Department reserves the right to withdraw the position at any time without assigning any reason.
9. **Venue of Interview:** Second Floor, Conference Room, Maharshi Vedvyas Shikshan Sankul, Near Gujarat University Library, Gujarat University.

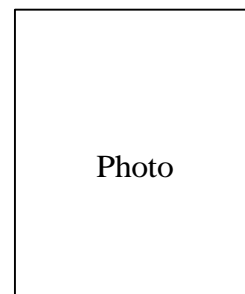
Note: For any query, connect us through mail on: hod@bkdpbg.ac.in

Details of Teaching & Non-Teaching Positions at BKDPPG

Sr. No.	Designation	No. Positions (MBA)	No. of Positions (IMBA)	Qualification	Consolidated Salary Per Month
TEACHING POSITIONS					
1	Training and Placement Officer (TPO)	1	-	Master's Degree with Minimum 55% in related area with/without SLET/NET/Ph.D and relevant experience of minimum 2 to 10 years in Placement of students	60,000 to 80,000
2	Assistant Professor (Adhoc)	1	1	Master's degree with Minimum 55% in Management/Commerce/ related area with NET/SLET/Ph.D. and more than 5 years overall academic experience in the relevant subject/field	80,000
3	Assistant Professor (Ad-hoc)	2	3	Master's degree with Minimum 55% First Class in Management/Commerce/ related area with NET/SLET/Ph.D. and experience of more than 1 year to 5 years in teaching relevant subjects	60,000
4	Teaching Assistant	1	1	Master's Degree with Minimum 55% in Public Policy/ Event/ Public Finance / Economics/ Humanities/Statistics/ Business Analytics/related areas with** or without* SLET/NET/Ph.D.	40,000* to 45,000**

NON-TEACHING POSITIONS					
1	Graphic cum Web Designer & IT/Digital/Social Media Co-ordinator	1	1	Diploma/Degree/ Bachelor in Fine Arts/ with knowledge of Corel Draw, Photoshop, Canva, MS Office, Multi-Media, Social-Media and Website Maintenance /relevant experience of more than 5 years	50,000
2	Network Administrator cum Administrative Assistant	1	1	M.E/ M.Tech. (Computer)/M.C.A./ M.Sc. (C.A. & I.T.) /Masters with Computers Knowledge with at least 55% and relevant administrative/Office Administration Experience of More than 5 Years	25,000
3	Computer Operator cum Office Clerk	1	1	B.E./ B.Tech. (Computer/IT) with first class /BCA with relevant experience / Any Graduate with DOEACC "A" Level examination passed/ Programming C/CCC Certification and relevant experience of more than 2 years	20,000
4	Assistant Librarian (Adhoc) – Part Time	1	-	Masters in Library Science with more than 5 years of Experience	18,000
5	Job Trainee/ Office Assistant	2	2	Any Graduate having computer knowledge and administrative skills	18,000
6	Job Trainee/ Office Assistant (Part Time)	1	1	Any Graduate having knowledge of computer and administrative skills with relevant office work experience of 2 to 5 years	9,000
7	Office Boy(Peon)	1	2	10 th Pass with positive attitude	13,000
8	Office Boy(Sweeper)	1	1	Cleaning ability and positive attitude	13,000

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Application Form

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					

8	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
9	Experience, including teaching experience (starting with current employment)					
	Name of Employer	Designation	Nature of responsibilities *	Period		Gross Salary
				From	To	

* Attach extra sheet if required.

**Please attach self-attested copies of all documents.

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

*(Signature of applicant)