

GUJARAT UNIVERSITY
B.K. SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES
DEPARTMENT OF BUSINESS INTELLIGENCE (DBI)

CONTRACTUAL RECRUITMENT (11 MONTHS)

1. Post: Associate Professor (MBA PROGRAMME)
2. Post: Assistant Professor and TPO (MBA PROGRAMME)
3. Post: Assistant Professor (MBA PROGRAMME)
4. Post: Assistant Professor (IMBA PROGRAMME)
5. Post: Computer Programmer
6. Post: Computer Engineer
7. Post: Computer Operator
8. Post: Office Assistant
9. Post: Peon
10. Post: Office Boy (Sweeper)
11. Post: Office Assistant (Part-time)

For post eligibility and other details, kindly visit www.gujaratuniversity.ac. in or www.bkbi.edu.in

INSTRUCTIONS:

1. The appointment will be made contractual for a fixed term of 11 months.
2. Interested candidates are required to submit a comprehensive C.V. along with 2 duly completed copies of the application form (as provided below) in person at the DBI Administrative Office, Second Floor, Maharshi Ved Vyas Shikshan Sankul, Gujarat University, on or before 1st July, 2025, by 4:00 p.m.
3. The final date for the receipt of applications is 1st July, 2025.
4. Interviews will be conducted on 3rd July, 2025 at 2nd Floor, DBI Admin Office, Shri Maharshi Ved Vyas Shikshan Sankul, Gujarat University.
5. Candidates must bring their original documents along with self-attested photocopies of all relevant testimonials at the time of the interview.
6. The Department reserves the right to cancel or reject any application at any stage of the selection process without assigning any reason.

For any query, mail at hod@bkbi.edu.in

RECRUITMENT ADVERTISEMENT FOR TEACHING, NON-TEACHING POSITIONS

AT THE DEPARTMENT OF BUSINESS INTELLIGENCE,

B.K. SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES

Applications are invited for the following roles
at

B.K. School of Professional & Management Studies
Department of Business Intelligence (DBI), Gujarat University

Teaching Positions			
Sr. No	Position	Salary (P.M.)	Qualification and Experience
1	Associate Professor (MBA Programme)	Rs. 1,20,000/- Per Month	Ph.D. Degree in the relevant field and minimum 55% at Master's level in Business Intelligence and at least 6 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals. and at least 8 years of overall experience in teaching/research and industry, out of which at least 2 years shall be after Ph.D.
2	Assistant Professor (MBA Programme)	Rs. 80,000/- Per Month	Master's degree with a minimum of 55% and degree or specialization in Business Intelligence/Business Analytics/Data Science or related area with Ph.D. and at least five years of overall academic or industrial experience and at least 4 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals.
3	Assistant Professor (MBA Programme)	Rs. 70,000/- Per Month	Master's Degree with a minimum 55% and a degree or specialisation in Business Intelligence/Business Analytics/Data Science or related area with NET/SLET/M.Phil. /Ph.D. and at least three years of overall academic or industrial experience in the relevant subject/field and at least 2 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals.
4	Assistant Professor (IMBA	Rs. 70,000/- Per Month	Master's Degree with minimum 55% in Commerce/Management/Economics/Humanities/Statistics/ Business Intelligence/ Advertising and Public Relations with NET/SLET/M.Phil/Ph.D.

	Programme)		and at least three years overall academic or industry experience in the relevant field and at least 2 research publications in SCOPUS/SCI /UGC CARE/ AICTE approved list of journals or any internationally recognised journals like ABDC
		Rs. 50,000/- Per Month	Master Degree with minimum 55% in Commerce/Management/Economics/Humanities/Statistics/ Business Intelligence/ Advertising and Public Relations with NET/SLET/M.Phil/Ph.D. and at least two years overall academic or industry experience in the relevant field.
		Rs. 45,000/ - Per Month	Master's Degree with minimum of 55% in Commerce/Management/ Economics/ Humanities/Statistics/Business Intelligence/Advertising and Public Relations with NET/SLET/M.Phil. /Ph.D. or At least one year of overall academic or industry experience in the relevant field.
		Rs. 40,000/- Per Month	Master's Degree with minimum of 55% in Commerce/Management/ Economics/ Humanities/Statistics/Business Intelligence/Advertising and Public Relations with NET/SLET/M.Phil. /Ph.D.

Non-Teaching Positions			
Sr. No.	Position	Salary (P.M.)	Qualification and Experience
1	Computer Programmer (MBA Programme)	Rs. 35,000/- Per Month	Master's Degree in Computer Science/Computer Engineering/Information Technology and at least five years of overall experience.
2	Computer Engineer (IMBA Programme)	Rs. 30,000/- Per Month	B.E./B.Tech. in Computer Science / Computer Engineering / Computer Technology / Electronics and at least five years overall experience.
3	Computer Operator (IMBA Programme)	Rs. 22,000/- Per Month	Any Graduate with DOEACC "A" level examination passed / Programming in C / CCC Certification and at least five years of overall experience.
4	Office Assistant (IMBA Programme)	Rs. 18,000/- Per Month	Any Graduate having computer knowledge and administrative skills.
5	Peon (IMBA Programme)	Rs. 13,000/- Per Month	Ability to read Gujarati
6	Office Boy (Sweeper) (IMBA Programme)	Rs. 13,000/- Per Month	
7	Office Assistant Part-time	Rs. 8,000/- Per Month	Any Graduate

A. TEACHING POSITIONS

1. Details about Associate Professor

Eligibility Criteria

Ph.D. Degree in the relevant field and minimum 55% at Master's level in Business Intelligence **and** at least 6 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals. and at least **8 years of overall experience** in teaching/research and industry, out of which at least 2 years shall be **post Ph.D.** Applicants must possess strong communication, interpersonal and social skills.

Job Description

1. To deliver a range of teaching and assessment activities, including tutorials, seminars, and lectures.
2. To contribute to developing appropriate teaching materials to ensure content and delivery methods to meet learning objectives.
3. 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.
4. To participate in the supervision of practical work, advising on skills, methods, and techniques to assist the transfer of knowledge.
5. To contribute to the ongoing development and design of the curriculum, in a manner that supports a research-led and scholarly approach to student learning.
6. To engage in professional development as appropriate and regularly update subject-related knowledge base.
7. 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 or Academic coordinator.

2. Details about Assistant Professor (MBA PROGRAMME)

Eligibility Criteria

Master's degree with a minimum of 55% and a degree or specialization in Business Intelligence/Business Analytics/Data Science or related area with NET/SLET/M.Phil. /Ph.D. **and** at least five years of overall academic or industrial experience **and** at least 4 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals. Applicants must possess strong communication, interpersonal and social skills.

Job Description

1. To deliver a range of teaching and assessment activities, including tutorials, seminars, and lectures.
2. To contribute to developing appropriate teaching materials to ensure content and delivery methods meet learning objectives.
3. 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.
4. To participate in the supervision of practical work, advising on skills, methods, and techniques to assist in the transfer of knowledge.
5. To contribute to the ongoing development and design of the curriculum, in a manner that supports a research-led and scholarly approach to student learning.
6. To engage in professional development as appropriate and regularly update subject-related knowledge base.
7. 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 or Academic coordinator.

Training and Placement Responsibilities:

Placements & Internships

- To ensure that the pre-placement offers are instituted and systemized by increasing the PPO's highest package and PPO Companies
- To improve the quality of placements in terms of job opportunities, and the quality of companies that visit the campus and increase the average salaries year on year.
- Responsible for organizing summer and winter internships in companies that are most likely to offer conversion into final placements, as much as possible.
- To collect the job announcement/description - requirements, job details, and specifications from the representatives of each interested organization and share the same with the students - in a timely manner.

Corporate relationship & coordination

- Key task is to bring in new clientele and manage relationships with existing corporate clients.
- To correspond to prospective companies and invite them for campus interviews/online interviews.
- Support placement logistics, such as travel, accommodation, etc.

- Follow up on hiring steps to receive placement confirmation, joining date, offer letter, etc.
- Track all placements either through software or systemized methods.
- To share the database of eligible aspirants with prospective companies based on the stipulated criteria.
- To arrange for interview facilities at the campus (Auditorium, Labs, and Interview rooms).
- Sharing industry feedback, trends, and expectations with students and leadership

Career Guidance

- Counsel students regularly to ensure job acceptance rate increases.
- Advocate students as and when required to ensure their expectations and skills level match the jobs available in the market.
- Guide students for successful results at the interview, before the interview process starts.
- Participate in various student assessments with trainers to evaluate the student for potential placements.
- To assist students from Interview to onboarding, complete student career cycle.
- Provide information, advice, and guidance to students through various media, such as individual meetings, group sessions, email, etc.
- Collaborate with the Student Placement Committee in consultation with the Heads of the Department & Deans

Training & Skill development

- Should organize seminars and pep talks by inviting Industry Veterans.
- Planning, monitoring, and execution of Skill Training for Various Schools.
- Arrange Industry Visits, Guest Lectures, and On Job Training for the student community.
- To arrange skill development training for students such as soft skills, communication, interview skills, mock interviews, interpersonal skills, etc.
- Design and deliver training for students in consultation with the Leadership General management.
- To achieve individual targets assigned for the annual recruitment process, summer internships, and live projects. Support and coordinate with other team members wherever required.

- To plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
- To work with key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve both career services and larger University objectives.
- To assist in the publication of the department's periodic newsletter.
- Develop innovative ways to attract different industries.

Other Attributes:

- Excellent interpersonal skills and communication skills
- High Integrity
- 24/7 availability for important projects
- Knowledge of Industry demographics will be an added advantage.
- Adopt using MS suites with proficiency in MS Excel.
- Ability to handle requirements of Engineering, Commerce, Management, Sciences, Humanities, and Legal studies.
- Willingness to travel as per professional requirements.

3. Details about Assistant Professor (MBA PROGRAMME)

Assistant Professor

Eligibility Criteria

Master's Degree with a minimum 55% and a degree or specialisation in Business Intelligence/Business Analytics/Data Science or related area with NET/SLET/M.Phil. /Ph.D. and at least three years of overall academic or industrial experience in the relevant subject/field **and** at least 2 research publications in SCOPUS/SCI /UGC CARE/ AICTE/ABDC approved list of journals or any internationally recognised journals.

Job Description

- 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 in the transfer of knowledge.
- To contribute to the ongoing development and design of the curriculum, in a manner that supports a research-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 or Academic coordinator.

4. Details about Assistant Professor (IMBA PROGRAMME)

Assistant Professor

Eligibility Criteria:

Master Degree with minimum 55% in Commerce/Management/Economics/Humanities/Statistics/ Business Intelligence/ Advertising and Public Relations with NET/SLET/M.Phil/Ph.D. and at least three years overall academic or industry experience in the relevant field and at least 2 research publications in SCOPUS/SCI /UGC CARE/ AICTE approved list of journals or any internationally recognised journals like ABDC
Master Degree with minimum 55% in Commerce/Management/Economics/Humanities/Statistics/ Business Intelligence/ Advertising and Public Relations with NET/SLET/M.Phil/Ph.D. and at least two years overall academic or industry experience in the relevant field.
Master's Degree with minimum of 55% in Commerce/Management/ Economics/Humanities/Statistics/Business Intelligence/Advertising and Public Relations with NET/SLET/M.Phil. /Ph.D. or At least one year of overall academic or industry experience in the relevant field.
Master's Degree with minimum of 55% in Commerce/Management/ Economics/ Humanities/Statistics/Business Intelligence/Advertising and Public Relations with NET/SLET/M.Phil. /Ph.D.

Job Description

- 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.
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- To contribute to the ongoing development and design of the curriculum, in a manner that supports a research-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 or Academic coordinator.

NON-TEACHING POSITIONS

Details about Non- Teaching Positions and Other Supporting Staff.

1. COMPUTER PROGRAMMER

Eligibility Criteria: Master Degree in Computer Science/Computer Engineering/Information Technology and at least five years overall experience. Preference will be given to applicants with prior job experience. Applicants must possess strong communication, interpersonal and social skills

2. COMPUTER ENGINEER

Eligibility Criteria: B.E./B.Tech. in Computer Science / Computer Engineering / Computer Technology / Electronics and at least five years overall experience. Preference will be given to those who have prior experience. Applicants must possess strong communication, interpersonal and social skills.

3. COMPUTER OPERATOR

Eligibility Criteria: Any Graduate with DOEACC “A” level examination passed / Programming in C / CCC. Certification and at least five years overall experience of operating computer equipment Preference will be given to applicants with strong office skills including the ability to use the Internet effectively, the ability to document and create presentations, familiarity with G Suite and other productivity tools. Applicants must possess strong communication, interpersonal and social skills.

4. OFFICE ASSISTANT

Eligibility Criteria: Any Graduate with good communication skills and knowledge of MS Office. Preference would be given to people having more than 1 year of overall work experience, with preference to applicants having prior administrative experience. Preference will be given to applicants with strong office skills including the ability to use the Internet effectively, the ability to document and create presentations, familiarity with G Suite and other productivity tools. Applicants must possess strong communication, interpersonal and social skills.

NOTE: One of the full time Non-Teaching Staff will be paid an additional amount of Rs. 5000/-**for the duty of Account Recording, Keeping and Maintenance, provided that they have a Tally Certificate.

5. PEON

Eligibility Criteria: Ability to read Gujarati

NOTE: Selected Peons are bound to serve in any of the buildings of Gujarat University campus as instructed by the Head of the Department.

6. OFFICE BOY (SWEEPER)

NOTE: Selected Office Boys (Sweeper) are bound to serve in any of the buildings of Gujarat University campus as instructed by the Head of the Department.

7. OFFICE ASSISTANT PART-TIME

Eligibility Criteria: Any Graduate with good communication skills and knowledge of MS Office. Preference would be given to people having more than 1 year of overall work experience, with preference to applicants having prior administrative experience.

**Department of Business Intelligence
B. K. School of Professional and Management Studies
Gujarat University**

APPLICATION FORM

Applying for the Post of
(Tick multiple if you are applying for more than one post)

Teaching Posts: ☐ Associate Professor ☐ Assistant Professor ☐ Teaching Associate
Non-Teaching Posts: ☐ Computer Programmer ☐ Computer Engineer ☐ Computer Operator
☐ Office Assistant ☐ Peon ☐ Office Boy (Sweeper)
☐ Office Assistant (Part-time)

PERSONAL DETAILS

Name: _____
Correspondence Address: _____

Contact No. _____
Date of Birth: _____
Caste: _____
Contact No.: _____
Marital Status: ☐ Unmarried ☐ Married

ACADEMIC QUALIFICATION (BEGIN WITH THE HIGHEST QUALIFICATION)

Sr. No.	Degree	Subject	University/Board	Percentage/CGPA/Class	Year of Passing

WORK EXPERIENCE (BEGIN WITH THE LATEST EXPERIENCE)

Sr. No.	Designation	Name and Address of Organization	No. of Years

Information furnished above is true and best of my knowledge, if in any case, it is found false, my candidature is liable to be cancelled.

Affix Recent Passport Size
Photograph

SIGNATURE