

GUJARAT UNIVERSITY

B.K. SCHOOL OF PROFESSIONAL AND MANAGEMENT STUDIES

Department of Business Intelligence (DBI)

WALK-IN-INTERVIEW-Contractual Recruitment (11 months)

1. Post: Teaching Assistant cum Training & Placement Officer – 1 Salary Rs.40,000/- per month**
2. Post: Teaching Assistant -4, Salary Rs.35,000/40,000/-- per month**
3. Post: Computer Programmer-1, Salary Rs.20000/-- per month**
4. Post: Computer Operator - 1, Salary Rs.15,000/- per month**
5. Post: Administrative Staff/ Office Assistant-1, Salary Rs. 12,000/- Per month**
6. Post: Peon-2, Salary Rs.10,000/- per month
7. Post: Office Boy (Sweeper)-1, Salary Rs.10,000/- per month
8. Post: Administrative Staff/ Office Assistant (Part-time) Salary Rs. 5,000/- per month

For post eligibility kindly visit www.gujaratuniversity.ac.in or www.bkbi.in

Walk-in-Interview on 17th July, from 11:00 am. onwards at B.K. School of Professional and Management Studies, Gujarat University Campus, Navrangpura, Ahmedabad – 380009.

For more details visit www.gujaratuniversity.ac.in

RECRUITMENT ADVERTISEMENT FOR TEACHING, NON-TEACHING POSITIONS AT
B K SCHOOL OF MANAGEMENT AND STUDIES

Applications are invited for the following roles
at
B.K. School of Professional & Management Studies
Department of Business Intelligence (DBI), Gujarat University

Sr No.	Position	No of Post	Consolidated Salary per month	Qualification and Experience
1	Teaching Assistant cum Training & Placement Officer	01 BK_DBI_MBA	40000/- Per Month**	Master's Degree in Commerce/Management with/ without SLET/NET/Ph.D P.G. Diploma/Certification in the field of Business Intelligence Preferred
2	Teaching Assistant	04 BK_DBI_IMBA-01 BK_DBI_IMBA – APR-01	Rs. 35,000/- (Non – Ph.D., Non-NET/SLET) & Rs. 40,000/- (Ph.D. or NET/SLET) ** per Month	Master's Degree in Commerce/Management/Statistics/ related area with/ without SLET/NET/Ph.D.

Sr No.	Position	No of Post (non-teaching/supporting staff)	Consolidated Salary per month	Qualification and Experience
1	Computer Programmer	01 BK_DBI-IMBA- BI-01	20000/-	B.E./B.Tech. in Computer Science / Computer Engineering / Computer Technology
2	Computer Operator	01 BK_DBI- IMBA – BI	15000/-	Any Graduate with P.G. Diploma from a recognized University with one year's experience of operating computer equipment OR B.C.A. OR Any Graduate with DOEACC "A" level examination passed / Programing in C / CCC Certification
3	Administrative Staff/ Office Assistant	01 BK_DBI- IMBA – BI	12000/-	Any Graduate
4	Peon	02 BK_DBI_ IMBA-01 BK_DBI_ IMBA – APR- 01	10000/-	8 th pass with ability to read Gujarati
5	Office Boy (Sweeper)	01 BK_DBI_ MBA-01	10000/-	
6	Administrative Staff/ Office Assistant Part-time	01 BK_DBI_PGD-01	5000/-	Any Graduate

A. Teaching Assistant cum Training & Placement Officer-1:

Responsibilities:

Placements & Internships

- a) To ensure that the pre-placement offers are instituted and systemized by increasing the PPO's highest package and PPO Companies
- b) 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.
- c) Responsible for organizing summer and winter internships in companies that are most likely to offer conversion into final placements, as much as possible.
- d) 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.

1. Corporate relationship & coordination

- a) Key task is to bring in new clientele and manage relationships with existing corporate clients.
- b) To correspond to prospective companies and invite them for campus interviews/online interviews.
- c) Support placement logistics, such as travel, accommodation, etc.
- d) Follow up on hiring steps to receive placement confirmation, joining date, offer letter, etc.
- e) Track all placements either through software or systemized methods.
- f) To share the database of eligible aspirants with prospective companies based on the stipulated criteria.
- g) To arrange for interview facilities at the campus (Auditorium, Labs, and Interview rooms).
- h) Sharing industry feedback, trends, and expectations with students and leadership

2. Career Guidance

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

3. Training & skill development

- a) Should organize seminars and pep talks by inviting Industry Veterans.
- b) Planning, monitoring, and execution of Skill Training for Various Schools
- c) Arrange Industry Visits, Guest Lectures, and On Job Training for the student community.
- d) To arrange skill development training for students such as soft skills, communication, interview skills, mock interviews, interpersonal skills, etc.

- e) Design and deliver training for students in consultation with the Leadership General management.
- a) To achieve individual targets assigned for the annual recruitment process, summer internships, and live projects. Support and coordinate with other team members wherever required.
- b) To plan and engage with corporates for strategic activities including guest lectures, panel discussions, conclaves, workshops, competitions, etc.
- c) To work with key stakeholders including Alumni, Faculty, Administration, Marketing & Admissions teams to achieve both career services and larger University objectives.
- d) To assist in the publication of the department's periodic newsletter
- e) Develop innovative ways to attract different industries.

4. Other attributes:

1. Excellent interpersonal skills and communication skills
2. High Integrity
3. 24/7 availability for important projects
4. Knowledge of Industry demographics will be an added advantage.
5. Adopt using MS suites with proficiency in MS Excel
6. Ability to handle requirements of Engineering, Commerce, Management, Sciences, Humanities, and Legal studies.
7. Willingness to travel as per professional requirements.

Teaching Responsibilities and Others:

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.

- a) 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.
- b) To participate in the supervision of practical work, advising on skills, methods, and techniques to assist in the transfer of knowledge.
- c) To contribute to the ongoing development and design of the curriculum, in a manner that supports are search-led and scholarly approach to student learning.
- d) To engage in professional development as appropriate and regularly update subject-related knowledge base.
- e) 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.

Eligibility Criteria for Teaching Assistant cum Training & Placement Officer

- Master's Degree in Commerce/Management with/ without SLET/NET/Ph.D
- P.G. Diploma/Certification in the field of Business Intelligence Preferred
- Applicants must possess strong communication, interpersonal and social skills.

Details about the Teaching Positions

Faculty Positions/Teaching positions: (4 Teaching Assistant) _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 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.

Eligibility Criteria for teaching positions

- Master's Degree in Commerce/Management /Statistics/ related area with/ without SLET/NET/Ph.D
- The applicant with experience working with an academic institution shall be preferred.
- Applicants must possess strong communication, interpersonal and social skills.

B. Details about the non- Teaching Positions and other supporting staff

COMPUTER PROGRAMMER - 01

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.20,000/- per month.

Eligibility Criteria: B.E./B.Tech. in Computer Science / Computer Engineering / Computer Technology

- 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
- A bachelor's degree is required

COMPUTER OPERATOR -01

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.15,000 per month.

Eligibility Criteria: Any Graduate with P.G. Diploma from a recognized University with one year's experience of operating computer equipment **OR B.C.A. OR Any Graduate with DOEACC "A" level examination passed / Programing in C / CCC Certification**

- 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
- A bachelor's degree is required

ADMINISTRATIVE STAFF/ OFFICE ASSISTANT - 01

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.12,000 per month.

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
- A bachelor's degree is required

PEON-02

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.10,000 per month.

Eligibility Criteria: 8th pass with ability to read Gujarati

OFFICE BOY (SWEEPER)-01

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.10,000 per month.

ADMINISTRATIVE STAFF/ OFFICE ASSISTANT PART-TIME (3 AND HALF HOURS) – 01

Type of appointment: 11 months purely on a contract basis

Compensation: Total consolidated pay up to Rs.5,000 per month.

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
- A Bachelor's degree is required