



Vacancy

Bharatiya Vidya Bhavan College of Higher Education

Kasturba Gandhi Marg, New Delhi - 110001

I. For Assistant Professors:

Applications for the post of **Assistant Professors for upcoming courses BA English, BA Economics, BBA, B.Com (H)** (on contractual basis) are invited for a proposed college (Subject to grant of Affiliation from GGSIP University). The following are the eligibility conditions:

- i) Master's Degree in any of following areas with a minimum of 55% marks (or an equivalent grade in point-scale wherever the grading system is followed) from a recognised University:
 - Commerce/ Business Administration
 - Economics/ Business Economics
 - Computer Science/ Computer Applications
 - English
 - Mathematics
 - Statistics
- ii) The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC or who are or have been awarded a Ph.D. Degree in accordance with the UGC (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, are exempted from NET/SLET/SET.

Note: 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.

- iii) Ph.D. in relevant subject area is desirable.

II. Office Superintendent: Eligibility conditions are:

- a. Graduation in any discipline with minimum 50% marks
- b. Diploma/ Advance Diploma in Office Management
- c. Good knowledge and experience of working with MS Office and Internet
- d. Experienced candidates with relevant experience will be preferred.

III. Computer Lab. Assistant: Eligibility conditions are:

- a. Should be BCA with 55 % as minimum qualification.
- b. 2 Years minimum relevant experience.
- c. Technical Skills required:
 - i. Good Knowledge of Microsoft Office (Word, Excel, PowerPoint).
 - ii. Good Knowledge of Internet.
 - iii. Technical Troubleshooting in Microsoft Windows 7 / 10.
 - iv. Troubleshooting knowledge of computer network.
 - v. Provide technical support to end-users within the institute.
 - vi. Determine, identify and troubleshoot technical problems relating to software and hardware issue.
 - vii. Install and configure software programs and applications.
 - viii. Maintain and manage workstations, printers and scanners and other related
 - ix. equipment.

Interested candidates should send the following in *Hard as well as Soft Copy* latest by **5th June, 2022**:

1. **Resume strictly in the following prescribed format**
2. **Copies of Publications as per details mentioned**
3. **Testimonials and Experience Certificates**

- Hard Copy of Application along with all documents is to be sent to:

The Principal

Bhavan's Leelavati Munshi College of Education (Mehta Sadan)

Bharatiya Vidya Bhavan, Kasturba Gandhi Marg,

New Delhi- 110001

(Pl mention the post for which application is being sent)

- Application along with all details and attachments must be mailed to vacancy@bvbdelhi.org.
- Last Date of Application: **5th June, 2022**
- **Salary:** as per Bharatiya Vidya Bhavan Norms. The candidates will be offered contractual appointment with consolidated salary structure (negotiable) as per Ordinance 14 of GGSIPU.