

**BHARATI VIDYAPEETH
DEEMED UNIVERSITY (INDIA)**

Bharati Vidyapeeth Bhavan, LBS Marg,
Pune 411 030

REQUIRED

Applications are invited from qualified persons for the following posts to be filled in Bharati Vidyapeeth Deemed University, Pune.

Sr. No.	Name of Post	Qualification and Experience	No. of Posts
1.	Director, Management Institutes (New Delhi, Karad, Sangli)	<p>Masters Degree with First Class in Business Administration and Ph.D. degree from any recognized University with evidence of published work and Good API score.</p> <p>Minimum 10 years teaching and/or research and /or industrial experience of which at least 5 years should be at the level of Associate Professor or minimum of 13 years experience in teaching and/or research and/or industry.</p> <p>In case of research experience, good academic record and books/research papers publications /IPR /patents record shall be required as deemed fit by the expert members in Selection Committee.</p> <p>Flair for Management and Leadership is essential.</p>	3
2.	Director (Sports)	<p>A Master degree in Physical Education with 55% marks, Ph.D. in Physical Education with published work and Good API score. 10 years of teaching experience of which 5 years shall be in the College of Physical Education.</p> <p>Experience in organizing competitions, coaching camps of minimum 2 weeks duration and in guiding teams for competitions at State and National Level.</p>	1
3.	Finance Officer	<p>Master Degree with Commerce or Business Administration (Finance) with atleast 55% of marks or its equivalent Grade of B in the UGC seven-point scale, Fellow member of C.A. / I.C.W.A with</p>	1

		atleast 15 years of working experience in the relevant field of activities of which 8 years shall be as Deputy Registrar or equivalent post in reputed educational/corporate organization. Should be well versed with day to day accounting, finalization of accounts/balance sheet & able to maintain books of accounts independently. Good working knowledge of rules & regulations of universities, R&D institutions relating to accounts/audit, service conditions and related financial matters.	
4.	Dy. Registrar	A Master's degree with at least 55% of the marks or its equivalent grade. 12 years, experience of which 5 years should be in the feeder cadre i.e. Assistant Registrar OR Nine years experience as a Assistant Professor in a college or a University with experience in educational administration OR Comparable experience in Universities / Statutory Organizations / Organization of high repute/ research establishment and/or other institutions of higher education.	1
5.	Asst. Registrar	A Master's degree with Finance/Accounts/HR or its equivalent with at least 55% marks with minimum 5 years of experience as Section Officer in an Educational Institution. Preference will be given to those who have administrative/Accounts/Exam experience in College/ University and ability to do independent correspondence.	3
6.	Receptionist cum Telephone Operator	A Graduate degree with Excellent communication and interpersonal skills. Ability to handle office equipment like EPABX, photocopier, scanner, etc. Should be calm, courteous, resourceful, proactive, and professional demeanor at all times. Respect for confidentiality and discretion. Job responsibilities / description The job profile inter-alia includes: Answering, screening and forwarding incoming phone calls Receiving visitors at the reception and directing them appropriately Receiving and sorting daily mails and couriers Taking and relaying messages Monitor visitor access and maintain security awareness.	4
7.	Secretary	Graduation in any subject from a recognized University with at least 55% marks and five years of experience as Personal Assistant in any	1

		reputed educational institution, or Postgraduate in any subject from Recognized University with 55% marks and 3 years experiences as Personal Assistant Preference will be given to candidates with English Shorthand speed of 100 wpm and computer knowledge.	
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No. of posts indicated are tentative.

The Salary will commensurate with the qualifications and experience of the candidate subject to the Rules of Bharati Vidyapeeth and Bharati Vidyapeeth University.

Applications in the prescribed form along with attested Xerox copies of all certificates regarding qualifications, experience, complete Bio-data and the Demand Draft for Rs. 100/- drawn in favour of Secretary, Bharati Vidyapeeth, Pune should reach the undersigned on or before 15/11/2017.

The Prescribed application forms can be obtained from the **Central Office of Bharati Vidyapeeth, Bharati Vidyapeeth Bhavan, 4th Floor, LBS Marg, Pune 411030**, on payment of Rs. 100/- in cash.

Those candidates who have applied earlier in response to our advertisement in January, 2017 will also be considered. However, they can submit their updates if any which will be considered along with the application already submitted.

SECRETARY