

BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)

FOUNDER CHANCELLOR : DR. PATANGRAO KADAM

**Accredited with A+ Grade (by NAAC)
Category - I University Status by UGC, NIRF Ranking 91**

Bharati Vidyapeeth Bhavan
Lal Bahadur Shastri Marg, Pune 411 030

REQUIRED

Applications are invited from the qualified candidates for the following posts to be filled in **Bharati Vidyapeeth (Deemed to be University) Centre for Distance and Online Education, Bharati Vidyapeeth Bhavan, L.B.S. Marg, Pune - 411030.**

Sr. No.	Designation	No. of Posts
TEACHING FACULTY		
1.	Assistant Professor in Management	08
2.	Assistant Professor in Computer Applications	04
3.	Training and Placement Officer	01
NON TEACHING FACULTY		
1.	Technical Manager (Production)	01
2.	Technical Associates (Audio Video Recording & Editing)	01
3.	Technical Assistant ((Audio Video Recording)	01
4.	Technical Assistant (LMS and Data Management)	01
5.	Technical Manager (Admission, Examination & Result)	01
6.	Tele Callers Cum Counselor	10
7.	Graphic Designer	01

For detailed information about posts and online application, please visit Bharati Vidyapeeth's website bvp.bharativedyapeeth.edu/index.php/careers. The last date for receiving online applications will be 10 days from the date of publishing the advertisement.

A hard copy of the application submitted online and attested Xerox copies of all certificates should be sent to The Secretary, Bharati Vidyapeeth Bhavan, 4th floor, Bharati Vidyapeeth Central Office, L.B.S. Marg, Pune 411 030 by post or courier only.

SECRETARY
Bharati Vidyapeeth

Qualifications & Experience:

➤ **For Teaching Staff:**

1) Assistant Professor:

(in Management with specialization in Marketing Management, Financial Management, Human Resource Management, International Business Management, Production & Operations Management, Project Management, Business Analytics Management, Retail Management, Agribusiness Management, Event Management, Hospitality Management, Sports Management, Infrastructure Management)

First Class in Master's Degree and Ph.D. in Business Administration or equivalent. Two years' relevant experience is desirable.

2) Assistant Professor:

(in Computer Applications with specialization in Computer Applications, Programming Language, JAVA, NET, Python, Cloud Computing, Artificial Intelligence / Machine Learning, Cyber Security, Internet of Things (IOT), UML Design.

First class in Master's Degree in Computer Application and National Eligibility Test (NET) / State Eligibility Test (SET) shall be compulsory for appointment of the entry level and subject to the exemption to the degree of Ph.D. in respect of those persons obtaining the award through a process of registration, course-work and external evaluation, as have been / or may be laid down by the UGC through its regulations from time to time. Two years' relevant experience is desirable.

3) Training and Placement officer

Ph.D. degree in the relevant field and First class or equivalent at either Bachelor's or Master's level in the relevant branch

Skills: -

- Excellent interpersonal skills and communication skills.
- Strong Industry Relations.
- Ability to handle requirements of, Commerce, Management, Humanities and Legal studies.
- Willingness to travel as per professional requirements.
- Minimum 8 years of experience out of which at least 5 years should be in the similar.

➤ **For Non Teaching / Non Teaching Staff:**

1) Technical Manager (Production)

M. Tech. in Information Technology or Computer Science.

Skills: -

- Customer service-oriented – listening, understanding, and problem-solving skills to help customers discover what they need.
- Highly organized – manage multiple projects from concept through completion.
- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Plan video shoots.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media.
- Manage video library.
- Minimum 7 Years relevant experience is desirable.

2) Technical Associate (Audio-Video recording and editing)

B. Tech. / M. Tech. in Information Technology or Computer / MCA.

Skills: -

- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media
- Minimum 5 Years relevant experience is desirable.

3) Technical Assistant (Audio-Video recording)

B. Tech. / M. Tech. in Information Technology or Computer / MCA.

Skills: -

- Expert aptitude in 2D, 3D, stop motion, animation, and motion graphics; Expert graphic design, animation, motion graphics skills.
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics, titling, adding music/voice-over/sfx, media management and archiving project media.
- Minimum 2 Years relevant experience is desirable.

4) Technical Assistant (LMS and Data Management)

B. Tech. / M. Tech. in Information Technology or Computer / MCA.

Skills: -

- Proven software development experience in PHP
- Understanding of open source projects like Joomla, Drupal, Wikis, osCommerce, etc
- Demonstrable knowledge of web technologies including HTML, CSS, Javascript, AJAX etc
- Good knowledge of relational databases, version control tools and of developing web services
- Passion for best design and coding practices and a desire to develop new bold ideas
- Minimum 2 Years relevant experience is desirable.

5) Technical Manager (Admission, Examination and Result)

Post-graduate in any stream.

Skills: -

- To have the good knowledge of MS Office and specially expert in Excel.
- To Ability to handle & supervise overall admission & examination work of the section.
- To process pupil admissions & examination entries, ensuring all submission deadlines are met.
- To manage admissions & examination data, including the maintenance and updating of all related computerized and manual records in a confidential manner. To undertake all necessary administrative tasks relating to examination.
- The ability to work independently, making decisions and using initiative for smooth functioning of Department.
- Good planning and organizational skills.
- A flexible approach and the ability to cope with change.
- Minimum 2 Years relevant experience is desirable.

6) Tele-Callers Cum Counselor

Graduate in any stream.

Skills: -

- Communication skills - excellent verbal communication skills to effectively talk to a range of different people in English, Marathi and Hindi.
- Computer Literate (Computer Proficiency) – should have basic knowledge of computer operating. Required knowledge of spreadsheet, excel and word-processing programs along with typing skill.
- Problem solving ability.
- Minimum 2 Years relevant experience is desirable.

7) **Graphics Designer**

Graduate in any stream & Diploma in Graphics Design

Skills: -

- Hands on experience in Corel Draw, Adobe Photoshop, Adobe illustrator, Adobe Quark Xpress, After Effects, and Premiere Pro & Final Cut Pro Software.
- Computer Basics Skill, Excel, Word, PPT.
- Minimum 2 Years relevant experience is desirable.