

Academic and Administrative Positions - Recruitment Notification

Applications are invited from suitably qualified and experienced academicians/ professionals for various positions of faculty in the fields of Commerce, Economics, Finance, Marketing, Operations, Management, Information Technology, Mechanical, Mechatronics, Life Skills, Hospitality and Tourism, Health and Life Sciences.

TEAMLEASE SKILLS UNIVERSITY (TLSU):

TeamLease Skills University (TLSU) is India's First Vocational Skills University, established under Public-Private-Partnership with the Government of Gujarat (Gazette Notification: Gujarat Act No. 18 of 2013) under Gujarat Private Universities (Amendment) Act, 2013 with effect from 22nd April 2013), with a mission to facilitate willing individuals to acquire skills and capabilities, prepare them to get appropriate employment and ensure their competitiveness in national and international work environment.

Established with active support and in partnership with Labour & Employment Department of Government of Gujarat, TLSU envisions striving towards socio-economic development through academic programmes, training, research and extension work and also collaborating with industry, other universities and higher education institutions in India and abroad. TLSU aims to facilitate skill inculcation and societal enrichment through traditional and non-traditional programmes focusing on academic, vocational, professional, technical and life skill domains. In order to put into practice industry-relevant course syllabi, TLSU involves employers in the relevant sector for curriculum design, guest lectures, internship, assessment and search for job openings. To enhance employability, courses are included on Computer Skills, English and Communication Skills, and Personality Development thereby creating 'ready-to-employ' graduates who acquire and develop professional competence and employable skills as part of TLSU's industry relevant academic curriculum.

Apart from catering to the educational needs of Higher Secondary School pass-outs, efforts have been made for opening higher education / training avenues for the pass-outs and Instructors of Industrial Training Institutes (ITI), Vocational Higher Secondary Schools (VHSS) and Polytechnics that could strengthen the respective areas of studies. Continuing education and skill enhancement opportunities have been made available for the employed category.

TLSU is sponsored by TeamLease Education Foundation (TLEF), a Company formed under Section 25 of Companies Act, 1956. TLEF is promoted by TeamLease Services Ltd., which is India's largest staffing solution company with a motto of 'Putting India to Work'.

As an answer to India's twin problems of higher education and employment for large number of

TeamLease Skills University, Vadodara

students and lack of availability of skilled people across several industries, TeamLease established TeamLease Skills University (TLSU) to focus on skills education with holistic curriculum, linked to the employment framework to enable it to be self-healing.

TeamLease Skills University aims to innovate at the intersection of Employment, Education and Employability.

ACADEMIC POSITIONS

DISCIPLINE(S): Information Technology, Finance & Accounts Mechatronics, Hospitality and Tourism, Commerce and Management, Health, Life and Applied Sciences, Life Skills

LOCATION: Vadodara

REPORTS TO: Head of the Department/Dean Academics, TLSU

CRITICAL ACCOUNTABILITIES:

Candidate is required to be versatile to shoulder diverse responsibilities from among the following.

- **Department** – Provide strong academic leadership to achieve high academic standards.
- **Faculty:** Grooming Faculty members of the Department.
- **Student Orientation** - Teaching; mentoring and guiding students in academics and extra-curricular activities; develop the ability of students to engage in critical discourse and rational thinking and employability.
- **Institution Building** - New Program Design and Curriculum Development; Suggest, follow and institutionalize best practices; Build an empowered & winning teams.
- **Industry / Community / Schools / Government Linkages** - Build linkages for Research & Consultancy assignments, Curriculum improvement; Develop solutions and Training programs.
- **Proactive additional roles encouraged** - Student development activities; Innovative approach in program design & delivery; Institution development activities; Design and delivery of professional development programs.
- **Research** - Education technology and Employment markets; Technical research will be linked to consulting; Use of participatory and innovative learning methodology; Organizing conference & workshops.

LANGUAGE PREFERENCE

- **Essential** - English, Hindi
- **Desirable** – Gujarati

COMPENSATION & BENEFITS: Attractive and competitive package and as per Education Industry standard.

KNOWLEDGE OF LANGUAGES: **Essential** - English, Hindi **Desirable** – Gujarati

Additional Information to the Candidates:

- (i) Consistently good academic background is essential for all applicants which includes secondary, higher secondary (+2), bachelor's and master's degree in appropriate discipline.
- (ii) As documentary evidence, the self-attested photo-copies of Secondary, Higher Secondary, Undergraduate, and/or Postgraduate (semester-wise) mark sheets and of other achievements, etc., are to be attached with the application.
- (iii) All qualifications must have been acquired from UGC recognized Universities or AICTE approved institutions (wherever applicable).
- (iv) Additional sheets may be attached, in the same format, wherever the space allocated is felt to be insufficient.
- (v) Mere fulfillment of minimum qualification for the post does not entitle the candidate to be called for interview.
- (vi) Any misleading or wrong information supplied may lead to summary rejection of application / appointment, if found subsequently.
- (vii) An application in prescribed form with complete information and attachments will only be entertained for further processing.
- (viii) All original certificates must be produced at the time of interview and at the time of joining, if selected.
- (ix) Compensation and rank will be decided based on academic accomplishments & experience of the candidate.
- (x) The application form may be downloaded from www.teamleaseuniversity.ac.in

POSITION, QUALIFICATION, EXPERIENCE SKILLS, KNOWLEDGE & COMPETENCIES

PROFESSOR

PURPOSE OF POSITION

We look forward to our faculty to be committed teachers as well as provide comprehensive student engagement. Develop linkages with local industry, organizations, and local community. Faculty will be empowered to foster a culture of innovation and openness to boost the academic standards. Should be able to attract research assignments from various agencies and further uplift stature of the university. Faculty members will be involved in building up the University as a pioneer institution in its chosen area. University will provide opportunities for further learning and research in education as well as related domain areas.

The prime role is to provide strong academic leadership. Required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty. Ensure the highest levels of quality, integrity and ethics in all research undertaken and also create a dynamic and forward looking research environment for both staff and students.

Qualification and Experience:

- (i) An eminent scholar with PhD qualifications with good academic record throughout from reputed universities/institutions in the concerned/allied/relevant discipline and published work of high quality; actively engaged in research with evidence of published work with a minimum of 10 publications as books and/or research/policy papers;
- (ii) A minimum fifteen years of teaching experience at PG level in University/College and out of which at 5 years as Associate Professor;
- (iii) Experience in research at the University/National level Institutions/Industries, including experience in guiding doctoral level candidates and research students;
- (iv) An outstanding performance achievement in the field of specialization and ability to guide research;
- (v) Contribution to educational innovation; design of new curricula and programmes, courses in Vocational Educational space and Community Education, etc.
- (vi) Technology-mediated (blended-method) teaching learning process;

Desirable:

- (i) Teaching, Research, Industrial and/or professional experience in reputed organizations;
- (ii) R&D projects in Industry. Published work, such as research papers, patents filed/obtained, Books and /or technical reports;

- (iii) Experience of guiding the project work/ dissertation of PG / Research Students or supervising
- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and/or professional activities, and
- (v) Capacity to undertake / lead sponsored R&D, consultancy and related activities.
- (vi) Participation in National/International Seminars/Conferences/Workshops and/or recipient of National/International Awards/Fellowships, etc.
- (vii) Capability in laboratory, practical and industry practice development

Skills and Knowledge

- (i) Knowledge of Higher Education policies
- (ii) MOOC, Online Education, Distance Education systems
- (iii) Knowledge of Vocation Education, Community Education; and
- (iv) Know-how of Administrative procedures

Competencies

- (i) Proficient in effective communication and mentoring skills
- (ii) Interpersonal Skills
- (iii) Time Management
- (iv) Team Orientated
- (v) Empathy
- (vi) Problem-solving Capability
- (vii) Constructive Review of Performance

ASSOCIATE PROFESSOR

PURPOSE OF POSITION:

The prime role of the Associate Professor is to provide strong academic leadership. Is required to lead, manage and develop the department to ensure it achieves the highest possible standards of excellence in all its activities. Associate Professors are supported by the Faculty, and by colleagues from within the department and central services. Is required to exercise leadership, demonstrate vision, and empower others in order to deliver the agreed departmental strategy within the Faculty. Ensure the highest levels of quality, integrity and ethics in all research undertaken and also create a dynamic and forward looking research environment for both staff and students. Create and exploit new opportunities for knowledge transfer activity in order to secure additional income streams and new areas of teaching, research and consultancy services.

Qualification and Experience

Essential

- (i) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate discipline
- (ii) Experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.

Desirable

- (i) Teaching, research industrial and / or professional experience in a reputed organisation;
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R & D projects in industry.
- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- (v) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

Skills and Knowledge

- (i) Knowledge of higher education policies
- (ii) Distance education systems
- (iii) Knowledge of Vocational Education, Community Education; and
- (iv) Know-how of Administrative procedures

Competencies

- (i) Proficient in effective communication and mentoring skills
- (ii) Interpersonal Skills
- (iii) Time Management
- (iv) Team Orientated
- (v) Empathy
- (vi) Problem-solving Capability

ASSISTANT PROFESSOR

PURPOSE OF POSITION:

We look forward to our faculty to be committed teachers as well as provide comprehensive student engagement. Develop linkages with local industry, organizations, and local community. Faculty will be empowered to foster a culture of innovation and openness to boost the academic standards. Should be able to attract research assignments from various agencies and further uplift stature of the university. Faculty members will be involved in building up the University as a pioneer institution in its chosen area. University will provide opportunities for further learning and research in education as well as related domain areas.

Qualification and Experience

Essential

- (i) A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate discipline
- (ii) Experience of ten years in teaching, research and / or industry, out of which at least five years at the level of Assistant Professor Reader or equivalent grade.
- (iii) UGC/CSIR NET/SLET without PhD.

Desirable

- (i) Teaching, research industrial and / or professional experience in a reputed organisation;
- (ii) Published work, such as research papers, patents filed / obtained, books, and / or technical reports;
- (iii) Experience of guiding the project work / dissertation of PG / Research Students or supervising R & D projects in industry.
- (iv) Demonstrated leadership in planning and organizing academic, research, industrial and / or professional activities;
- (v) Capacity to undertake / lead sponsored R&D, consultancy and related activities.

Skills and Knowledge

- (i) Development of training modules
- (ii) Distance education systems
- (iii) Knowledge of Vocational Education, Community Education; and
- (iv) Know-how of Administrative procedures

Competencies

- (i) Proficient in effective communication and mentoring skills
- (ii) Interpersonal Skills
- (iii) Time Management
- (iv) Team Orientated

Academic Associates

Positions are available as Academic Associates for fresh candidates in the areas mentioned above.

- (i) Graduates in case of Mechatronics, Information Technology and Hospitality & Tourism, Health, Life and Applied Sciences. Postgraduates in case of Commerce & Management and Hospitality & Tourism with good academic record with or without experience can apply.
- (ii) Candidates are required to mention salary expectations.

Visiting Faculty:

Retired or freelance academicians or professionals and persons working in industry related to areas mentioned above, and interested in taking up visiting faculty position on 'course basis' can also apply.

Program Manager/Program Executive:

Positions are available as Program Manager/Program Executive for candidates with exceptional industrial experience in the areas mentioned above

ADMINISTRATIVE STAFF

Deputy Registrar/Assistant Registrar.

Qualification and Experience: Master's degree or equivalent grade with good academic record; service experience in training industry or an educational unit of a university or its college.

Desirable: Knowledge of Government rules & regulations related to higher education; governance/ admission / examination procedure.

Job Profile: The selected persons will be given responsibilities in the following areas - Admissions; Handling of Government Scholarship Schemes and other modes of Financial Assistance/Loans; Examinations – coordination with academics related to pre-examination, post-examination, result processing, issue of mark card, certification. Provide assistance in training & managing staff (full time or part time) for handling administrative and governance operations. Perform other relevant duties or assignments as assigned from time to time.

KNOWLEDGE OF LANGUAGES: Essential - English, Hindi **Desirable** – Gujarati

Additional Information to the Candidates:

- (xi) Consistently good academic background is essential for all applicants which includes secondary, higher secondary (+2), bachelor's and master's degree in appropriate discipline.
- (xii) As documentary evidence, the self-attested photo-copies of Secondary, Higher Secondary, Undergraduate, and/or Postgraduate (semester-wise) mark sheets and of other achievements, etc., are to be attached with the application.
- (xiii) All qualifications must have been acquired from UGC recognized Universities or AICTE approved institutions (wherever applicable).
- (xiv) Additional sheets may be attached, in the same format, wherever the space allocated is felt to be insufficient.
- (xv) Mere fulfillment of minimum qualification for the post does not entitle the candidate to be called for interview.
- (xvi) Any misleading or wrong information supplied may lead to summary rejection of application / appointment, if found subsequently.
- (xvii) An application in prescribed form with complete information and attachments will only be entertained for further processing.
- (xviii) All original certificates must be produced at the time of interview and at the time of joining, if selected.
- (xix) Compensation and rank will be decided based on academic accomplishments & experience of the candidate.
- (xx) The application form may be downloaded from www.teamleaseuniversity.ac.in

- (xxi) Interested candidates fulfilling the above criteria may download and send the filled application by post/courier along with detailed bio-data and attested copies of the certificates mentioning the name of the position applied on the envelope.

Librarian/Deputy Librarian/Assistant Librarian.

Principal Accountabilities:

- (i) Maintain library including planning for library (paper and e-library), procurement of books, periodicals, journals.
- (ii) Managing cataloguing section, circulation section, reference section, periodical section, etc.
- (iii) Proactively interact with faculty and students to plan for required library growth at University and at colleges.
- (iv) Plan the activities for integration of Library Management System. Training & Managing library staff (full time or part time) to handle library operations at all TLU locations.
- (v) Performing other relevant duties or assignments as assigned from time to time.

Qualifications:

Librarian

- (i) Master Degree in Library Science / Information Science / documentation or equivalent with a minimum of 55% marks in aggregate, preceded by a consistently good academic record
- (ii) At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D. Degree in library science/information science/documentation /archives and
- (v) Knowledge of computers, internet and other recent advances in library operations and management
- (vi) Excellent communication ability in English (Read, Write, Speak) is a must. Ability to Read and Speak in Hindi and Gujarati is highly desirable..

Deputy Librarian

- (i) A Master's Degree in library science/ information science/ documentation science, with at least 55% marks or an equivalent grade in point scale, wherever grading system is followed.
- (ii) Eight years' experience as an Assistant University Librarian/ College Librarian.

- (iii) Evidence of innovative library services, including the integration of ICT in a library.
- (iv) A Ph.D. degree in library science/ information science/ documentation/ archives and manuscript keeping/ computerization of library
- (v) Knowledge of computers, internet and other recent advances in library operations and management
- (vi) Excellent communication ability in English (Read, Write, Speak) is a must. Ability to Read and Speak in Hindi and Gujarati is highly desirable..

Assistant Librarian

- (i) A Master's Degree in Library Science / Information Science / Documentation Science or an equivalent professional degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
- (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC. iii. However, candidates, who are, or have been awarded Ph. D. degree in accordance with the "University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment
- (iii) Knowledge of computers, internet and other recent advances in library operations and management
- (iv) Excellent communication ability in English (Read, Write, Speak) is a must. Ability to Read and Speak in Hindi and Gujarati is highly desirable..