



BIRLA GLOBAL UNIVERSITY
(Established under Birla Global University, Odisha Act, 2015)
BHUBANESWAR

FACULTY & NON-TEACHING POSITIONS

(ADVT./ 01/2023 dated 18 January 2023)

Birla Global University, a State-Private University established under the Birla Global University, Odisha Act, 2015, invites applications for the following Faculty and Non-Teaching positions:

A. FACULTY POSITIONS

PROFESSORS / ASSOCIATE PROFESSORS / ASSISTANT PROFESSORS

- **Journalism & Mass Communication** (Digital Media, Audio Visual Production, Advertising & Brand Communication, Filmmaking)
- **Computer Science** (Artificial Intelligence, Machine Learning, Cyber Security, IoT, Cloud Computing, R, Python, Tableau, Power BI, Data Science & Big Data Analytics, Advanced Excel etc.)
- **Management** (Marketing, Finance & Accounting, Operations, Business Analytics, OB & HR)
- **Economics** (Financial Economics, Econometrics, Financial Technology)
- **Commerce** (Computerized Accounting, Data Analytics, Applied Finance)
- **Law** (all specializations)
- **English**

General Instructions:

- a) Master's Degree with a minimum 55% marks in the relevant subject from an Indian University or an equivalent degree from an accredited Foreign University with an excellent academic career with UGC-NET or Ph.D. The eligibility, qualifications and experience for the faculty positions will be as per the UGC Regulations.
- b) Salary will be as per the 7th Pay Commission with DA, HRA, TA, Health Insurance, and EPF for the faculty positions.
- c) The prescribed qualifications and experience shall be the minimum and the mere fact that a candidate possesses the same shall not entitle him/her to be called for an interview.
- d) The University shall have the right to restrict the number of candidates to be called for interview based on higher qualifications or better / relevant experience.
- e) The university has the right to relax any of the qualifications/experience at its discretion.
- f) The university may at its discretion offer the post at a level lower than the advertised post depending on the qualifications, experience and performance of the candidate.
- g) The university, at its discretion, may decide not to fill any of the advertised positions.

- h) Women candidates are encouraged to apply for the above positions.
- i) Canvassing in any form will be considered a disqualification.

How to Apply

Eligible candidates may apply in the **prescribed application form** available on the website latest by **February 3, 2023**, to **career@bgu.ac.in** by mentioning the name of the position/discipline in the subject line of the email.

B. NON-TEACHING POSITIONS

1. HR MANAGER

Qualification: MBA in HR a minimum of 5 years of experience in supervising HR activities preferably in an educational institution with a thorough understanding of UGC Regulations, Drafting Skills, and the latest HR practices and procedures.

Job Description

- Should have experience in end-to-end recruitment, leave policy, promotion policy etc.
- Must have handled Performance Management Systems
- Should have experience in conceptualizing and implementing Learning & Development initiatives for employees.
- Manpower budget planning for the University
- Well-versed with HR statutory compliance requirements.
- Should have knowledge of compensation & benefits structures
- Should have experience in managing HR processes in an ERP environment

2. PROGRAM MANAGER

Qualification: Postgraduate in any discipline. 5-7 years of relevant experience in an Institution/ University.

Job Description

- Managing various activities of the Program Office of the School
- Provide end-to-end assistance to the Coordinator/ Head/ Dean of the School
- Coordinate with all faculty and students for smooth functioning
- Keep record of all documentation related to all academic activities
- Liaison with visiting faculty, preparation of timetable, arrangement of the semester examination, fee collection etc.
- Any other job, as assigned by the Competent Authority from time to time.

3. CAMPUS ENGINEER

Qualification: BE/B.Tech in Electrical Engineering with 5 years of relevant experience. Experience in managing estate development projects or campus maintenance shall be preferred.

Job Description

- Manage day-to-day civil and electrical maintenance of the campus
- Facilities and Support Services Management
- Budget Development and Management
- New Project Management
- Vendor & Purchase Management
- Any other job, as assigned by the Competent Authority from time to time.

4. NETWORK ADMINISTRATOR

Qualification: BE/B.Tech in CSE/IT/ECE or MCA with 5 years of relevant experience and CCNA/CCNP certification. Should have an excellent working knowledge of computer systems, applications, security, network and systems administration, and EPBX systems.

Job Description

- Design, implement & manage LAN and WAN Infrastructure.
- Implement network infrastructure as per the requirement and manage & maintain network firewalls.
- Coordinate with remote onsite engineers/vendors to get the issue resolved.
- Routers and Firewalls e.g. CISCO, Juniper, checkpoint, Fortinet, Sonic wall etc. configuration and troubleshooting.
- Evaluate, implement and monitor incoming network change requests
- Familiar with cisco nexus, routers, ethernet switches, load balancing devices, sniffers, network tools, VoIP, and PBX systems.
- Manage end-to-end IT Infrastructure of the University including the design and deployment of new IT systems and services
- Ensure upkeep of computer systems, applications, security, network and systems administration, databases and telephone systems of the University.
- Troubleshoot hardware and software issues.
- Any other job, as assigned by the Competent Authority from time to time.

5. ERP ADMINISTRATOR

Qualification: BE/B.Tech in CSE/IT/ECE or MCA with 5 years of relevant experience in software development or ERP administration.

Job Description

- Responsible for implementation, training and maintenance of the ERP system of the University.

6. ADMISSION OFFICER

Qualification: Postgraduate in any discipline. 3-5 years of relevant experience in an Institution/ University.

Job Description

- Planning, forecasting and analysing market demand and student admission trends.
- Plan, develop, execute, and monitor the successful maximum student enrolment methods
- Handle telephone and email enquiries from prospective students, their parents, teachers and advisers independently and in a timely and professional manner.
- Process incoming applications for all the programmes, verifying qualifications, and the authenticity of results.
- Markets programs and facilities by preparing and providing information brochures; writing and placing advertisements; answering questions; conducting tours of the students and their parents.
- Handling all parent grievances in coordination with all Deans/HODs promptly after the admission of the student.
- Building up a rapport with various external education agencies & dignitaries for increasing PR.
- Coordinate pan-India admission activities including conducting workshops/seminars and interview process
- Should be able to travel to various cities for the admission process
- A dynamic personality with a go-getter attitude would be preferred
- Any other job assigned by the Competent Authority from time to time

7. PLACEMENT OFFICER

Qualification: Postgraduate in any discipline with 5-7 years of experience in handling placement activities of an Institution/ University.

Job Description

- To coordinate with industry on behalf of the University. The Placement Officer is expected to travel extensively to meet the corporate representatives.
- To project the image of the University through professional-client relationships.
- To design and get the placement brochure printed.
- To contact companies and invite them to the campus or to arrange for campus placement activities.
- To prepare placement report.
- To coordinate with students and be sensitive to their needs and motivate them, if necessary.
- The candidate should be well-versed in marketing the University to external stakeholders.
- Responsible for summer and final placement of students of the University
- Highly target driven, must have existing connections with good corporates for campus recruitment, excellent negotiation skill & communication skills.
- Any other job assigned by the Competent Authority from time to time

8. PROGRAMMER

Qualification: BCA/ B.Sc (Computer Science) with a minimum of 3-5 years of experience in software programming or handling the computer lab of a University/institution.

Job Description

- Knowledge of different software programming languages, assisting students in the computer lab.
- Coordinates scheduling of students to maintain computer lab operations and activities.
- Instruct students in computer lab technology and software applications for the purpose of enhancing their understanding of lab operations and reinforcing academic concepts.
- Maintains computer hardware and software applications inventory to ensure the availability of equipment and/or instructional material in the computer lab.
- Monitors student activities while in the computer lab to maintain a safe environment that is conducive to learning.
- Troubleshoot malfunctions of hardware and/or software applications to determine appropriate actions to maintain computer lab operations.
- Any other job assigned by the Competent Authority from time to time

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