



BIRLA GLOBAL UNIVERSITY

(Established under Birla Global University, Odisha Act, 2015)

BHUBANESWAR

FACULTY & NON-TEACHING POSITIONS

(Advt./ 02/2023 dated 18 October 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

DEAN/ ASSOCIATE DEAN

- Law
- Commerce
- Management
- Computer Science & Engineering
- Journalism & Mass Communication

PROFESSORS / ASSOCIATE PROFESSORS / ASSISTANT PROFESSORS/ PROFESSOR OF PRACTICE

- **Journalism & Mass Communication** (Digital Media, Audio Visual Production, Advertising & Brand Communication, Filmmaking)
- **Computer Science & Engineering** (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, Strategy and General Management)
- **Economics** (Financial Economics, Econometrics, Financial Technology)
- **Commerce** (Finance/Digital technology like AI, ML, Blockchain, Financial Analytics, Financial Modelling)
- **Law** (all specializations)
- **English** (Business Communication, Soft Skills)

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 **November 10, 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

SR. ADMINISTRATIVE OFFICER

Qualification: Postgraduate in any discipline. 10-15 years of relevant experience in an Institution/ University.

Job Description

- Oversee maintenance of all facilities in coordination with the Officials responsible for each facility, viz, Mess, Cafeteria, Gym, Health Centre, Tuck Shop, Sports facilities, Laundry, Guest House etc.
- Responsible for the upkeep of the University Campus.
- Vendor Engagement, Contract Management, Stores and Purchase Management and New Project Development
- Housekeeping and Horticulture services in Campus.
- Oversee different events organized in the Campus.
- Any other duties assigned by the Competent Authority from time to time.

CHIEF SECURITY OFFICER

Experience: Retired senior state police officer not below the rank of Dy. SP/ Assistant Commandant.

Job Description

- Oversee discipline among students and monitor their in/out timings.

- Ensure that there is an effective security service in place to safeguard the safety of students, faculty, staff and other property of the University.
- Liaison with Police, Fire Service and other Govt. agencies.
- Ensure proper liaison with the local Hospital for any medical needs of the students.
- Ensure proper arrangements for VIPs visiting the University.
- Look after the Students'/ Official Transport Services in the University.
- Any other duties assigned by the Competent Authority from time to time.
- In charge of Security & Transport Services of the University
- Handling medical emergencies of students staying at the Hostel.
- Liaison with Police, Fire Service and other agencies.
- Handling PR activities of the University
- Any other duties assigned by the Competent Authority from time to time.

ASSISTANT LIBRARIAN

Qualification: As per UGC norms

Job Description

- Responsible for smooth running of the University Library
- Planning for book acquisition of the library and select books for order
- To manage library as well as digital library of the University
- Arranges to prepare the library budget and policies relating to the library/Digital library
- Develop programme of library management for improving the efficiency of the library.
- To be continuously in touch with the students and faculty to understand/assess their needs of Books/Journals/Magazines etc.
- To facilitate the students, faculty, and staff with all the literature that may be needed for their scholarly activities
- Establishes a repository of cases and keeps adding new cases on a continuous basis.
- Ensures availability of previous years question papers, academic regulations, lab workbooks, syllabus copies, thesis/dissertation/SIP reports
- Provides all statistical information pertaining to the library
- Any other duties assigned by the Competent Authority from time to time.

PROGRAM OFFICER

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.

CIVIL ENGINEER

Qualification: BE/B.Tech in Civil Engineering with 5-7 years of relevant experience. Experience in managing estate development projects or campus maintenance shall be preferred.

Job Description

- Manage day-to-day civil 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.

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

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

COMPUTER 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

MESS MANAGER

Qualification: Diploma / Degree in catering or hotel management from a recognised institution with 5-7 years of experience in handling catering/ canteen services.

Job Description

- Manage the day-to-day activities of the mess.
- Responsible for managing mess services to Students, Faculty and Staff.
- Maintaining hygiene in and around the kitchen and dining area and overall cleanness of the mess.
- Timely delivery of services in mess.
- Responsible for stores and purchase of mess items.
- Any other duties assigned by the Competent Authority from time to time.

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