



Deccan Education Society

Mukundas Lohia Academic Complex, B.M.C.C. College Campus,

Pune : 411 004

Email : careers.despu@despune.org

Careers

Applications are invited from the candidates having acquired necessary academic and professional qualifications and fulfilling other conditions applicable to the following post /s at our proposed DES Pune University.

Apply in two simple steps 1] Fill the basic details in online form 2] Email your resume to careers.despu@despune.org

Teaching Faculty Positions: Professor/Associate Professor/ Assistant Professor / Teaching Associate

Program Under School of	Program Level	Subjects
Engineering & Technology	U.G. (B.Tech.)	Computer / Electronics & Communication / Mathematics/ Physics/ Engineering /Graphics (Mechanical) Engineering / Mechanics (Civil) / Electrical
Science & Mathematics	P.G. (M.Sc.) U.G. (B.Sc.)	Computer Science / Computer Application / Data Science / Statistics / Industrial Mathematics
Commerce & Management	P.G. (M.Com.) U.G. (B.B.A., B.Com.) P.G. Diploma	Marketing / Management / Data Analytics / International Business / Computer and I.T. / HR / Finance
Humanities & Social Sciences	U.G. (B.A.)	Psychology / Economics / English / Foreign Languages / Indian Knowledge System
Design & Art	U.G.	Animation / Film Making / Dramatics / Interior Design

Eligibility For the above Position:

Program Under School of	Eligibility
Engineering & Technology	Assistant Professor/ Associate Professor / Professor: Bachelor's Degree in Engineering / Technology in the relevant branch with First Class or equivalent and Master's Degree in Engineering / Technology <i>AND</i> Ph.D. Degree or equivalent, in relevant discipline
Science & Mathematics Commerce & Management Humanities & Social Sciences	Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in the relevant discipline or as subject equivalent degree from an Indian /foreign university. <i>AND</i> NET /SET Qualified or Awarded Ph.D. Degree in relevant discipline.

Design & Art	<p>Traditional or a professional artist with highly commendable professional achievement in the concerned subject</p> <p>OR</p> <p>A professional artist with three years Bachelor degree/Post Graduate Diploma, with minimum 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from National School of Drama or any other such Institution in India or abroad.</p> <p>OR</p> <p>Five years of regular acclaimed performance at regional/ national/ international stage, supported by evidence.</p>
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Please Note: Along with essential qualifications mentioned above for respective post/s Academic / Professional Qualifications, Eligibility, Experience, Service Conditions shall be as prescribed /notified and amended from time to time by,

- The Government of Maharashtra and UGC
- Candidates found to be suitable but are not fully qualified will be considered for the post of Teaching Associates / Visiting Faculty

Statutory Positions:

Designation	Eligibility
Controller of Examination (COE)	Minimum 5 year of experience at the level of Associate Professor in a reputed academic institution / University with minimum 2 years of experience as a Controller of Examination.
Chief Finance Officer (CFO)	C.A / CIMA Minimum 8 years of experience at a level of Manager Accounts / Deputy Accounts & Finance or 5 years of experience at level of CFO from reputed Academic / Industrial organization with minimum staff number of 500
Librarian	<ul style="list-style-type: none"> • 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) <p>AND</p> <p>Ph.D.</p> <p>Please Note: Academic / Professional Qualifications, Eligibility, Experience, Service Conditions for the post of Librarian/ Deputy Librarian / Assistant Librarian shall be as prescribed / notified and amended from time to time by,</p> <ul style="list-style-type: none"> • The Government of Maharashtra and UGC Regulations.

University Managerial Positions:

Designation	Eligibility
Director Marketing & Admissions	Preferably Graduate / Post Graduate / MBA Marketing Minimum 8 years of experience in similar capacity in a reputed academic institution / University. Well versed with promotion through digital, print and electronic media and campaigning through targeted events.
Manager I.T. (ERP and Website)	Graduate / Post Graduate in Computer Engineering / Computer Science / MCA Minimum 8 to10 years of relevant experience at a level Assistant Manager / Manager. Well versed with the technicalities of ecosystem of fully computerized working environment

Positions in V.C. Secretariat:

Designation	Eligibility
Strategy Manager (V.C. Secretariate)	MBA from reputed institution / Post Graduate / Excellent research and data analytical skills, communication and presentation Skills Minimum 5 years of experience in similar position
Executive Assistant (V.C. Secretariate)	Graduate / Postgraduate / Excellent communication and presentation Skills, Well versed with fully computerized environment, Minimum 3 years of experience in similar position

Non Teaching Positions:

Designation	Eligibility
Office Assistant	Graduate, M.S. Office, MSCIT, Marathi & English Typing, 2 to 3 years of experience in academic institution in similar position will be preferred.
H.R. Executive	Graduate / Postgraduate / MBA H.R. 2 to 3 years of experience in academic institution in similar position will be preferred
Accounts Executive	B.Com. / M.Com. / Tally 2 to 3 years of experience in academic institution / industry/ Tax Consultant's Office in similar position will be preferred
Storekeeper	Graduate preferably science. 2 to 3 years of experience in an academic institution / industry in a similar position will be preferred.

Technical Assistant Positions:

Designation	Eligibility
Lab Assistant / Technical Assistant	Graduation [Science] / Diploma in relevant subjects like I.T., Electrical / Electronics/ Computer / Computer Hardwar & Networking

How to apply and Terms & Conditions: -

1. Fill the Basic Information through the online form provided in this website and email resume [Just attach resume and no other documents] to careers.despu@despune.org
2. The posts mentioned above are **permanently Non Grant** in nature.
3. The candidate should fill in the information with utmost care. Discrepancy if any, arising in future regarding the information in submitted application will be sole responsibility of the candidate.
4. Candidates must provide their own correct Postal Address and Mobile Number (preferably What's App No.) in their resume for easy communication.
5. Candidates should not forward their resume and application to any other E-mail address of the Institute or Deccan Education Society, Pune.
6. Decision of the Society / Institute shall be final, and no correspondence will be entertained regarding the short listed / selected candidates.
7. The shortlisted candidates for the above posts will be called for an interview.
8. The services of the selected candidates for above mentioned posts are transferable to any other non grant units of the Society in case of administrative necessity.
9. The last date to apply is **10 days from the date of publishing this advertisement on society website.**

Place: Pune
Date: 25.07.2023

Secretary
Deccan Education Society, Pune