STAFF RECRUITMENT 2023
Applications are invited for:

Leadership, Teaching and Non-Teaching posts in the following Schools/Departments:

Interested candidates for the following posts should fill out the Google Form (link provided below), and upload their CV, cover letter and list of publications (if any) as attachments to the form. The Google Form should be submitted on or before **Sunday, 10 September 2023.**

Google Form link: https://forms.gle/JqoofxrgTjut5uQa9

LEADERSHIP POSTS

Eminent Scholars with a good track record of high-quality research publications in peer-reviewed journals. The desirable age is below 50 years.

1. **SCHOOL OF HUMANITIES**
   Qualification: PhD with Postdoctoral Research
   Requirements: A minimum of 10 years of teaching experience as a Professor/ Associate Professor out of which at least five years should be as a Professor in a department. (Preference for this appointment may be given to the Heads of the Departments.)

2. **SCHOOL OF INFORMATION TECHNOLOGY**
   Qualification: PhD with Postdoctoral Research
   Requirements: A minimum of 10 years of teaching experience as a Professor/ Associate Professor out of which at least five years should be as a Professor in a department. (Preference for this appointment may be given to the Heads of the Departments.)

TEACHING POSTS (ASSOCIATE / ASSISTANT PROFESSORS)

1. **DEPARTMENT OF BIOTECHNOLOGY**
   Essential Qualification: MSc Biotechnology with NET or KSET
   Preferred Qualification: PhD

2. **DEPARTMENT OF BIOCHEMISTRY**
   Essential Qualification: BSc Chemistry and MSc Organic Chemistry / Biochemistry with NET or KSET
   Preferred Qualification: PhD

3. **DEPARTMENT OF STATISTICS**
   Essential Qualification: MSc Statistics with NET or KSET
   Preferred Qualification: PhD

4. **DEPARTMENT OF PSYCHOLOGY**
   Essential Qualification: MA or MSc Psychology / Counselling Psychology with NET or KSET
   Preferred Qualification: PhD

5. **DEPARTMENT OF POLITICAL SCIENCE**
   Essential Qualification: MA Political Science with NET or KSET
   Preferred Qualification: PhD

6. **DEPARTMENT OF COMMERCE**
   Essential Qualification: MCom
   Requirements: Specialisation in Finance, Accountancy, Taxation and Marketing. Preference will be given to professional qualifications, i.e. ACCA, CA, CPA, etc.
   Preferred Qualification: PhD, NET or KSET

7. **DEPARTMENT OF MANAGEMENT**
   Essential Qualification: MCom / MBA with NET or KSET
   Preferred Qualification: PhD

8. **DEPARTMENT OF ENGLISH**
   Essential Qualification: MA English with NET or KSET
   Preferred Qualification: PhD

9. **DEPARTMENT OF COMPUTER SCIENCE**
   Essential Qualification: MSc Computer Science with NET or KSET
   Preferred Qualification: PhD

NOTE: *The work timings will vary depending on the shift as the University also runs the III Shift from 2:00 pm to 9:00 pm.*

ST JOSEPH'S UNIVERSITY
ಸೆಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

Interested candidates for the following non-teaching posts should fill out the Google Form (link provided below), and upload their CV and cover letter as attachments to the form. The Google Form should be submitted on or before **Sunday, 10 September 2023.**

Google Form link: https://forms.gle/yNyw37NYUSNDVV7v9

NON-TEACHING POSTS

1. **ASSISTANT OFFICER LEGAL**

   Qualification and Requirements:
   ✓ A legal graduate with sound communication skills, good drafting and convincing skills.
   ✓ Candidates with the ability to draft MoUs and attend to routine legal issues, prepare briefs and advise the Vice-Chancellor, Registrar, and other senior University Functionaries. Applicants must have sound knowledge of law pertaining to academia/education sector
   ✓ **This is expected to be on a retainer basis and with flexibility in the number of days/hours/work/schedule.**
   ✓ Experience of a minimum of 2 years is desirable.

2. **PLACEMENT OFFICER**

   Qualification and Requirements:
   ✓ Graduate / Postgraduate with experience in a similar role preferably academia in similar role
   ✓ Expertise in different social networks, including Facebook, Twitter, YouTube, Instagram, etc.

   Job Description:
   ✓ Identify opportunities for sponsorships of on-campus programmes.
   ✓ Establish strong linkages with top-notch organisations as well as industry bodies such as CII, NASSCOM, PRSI, AAI etc. within the country and internationally to influence the offtake of qualified students from the campus.
   ✓ Coordinating and managing the entire placement process for the companies recruiting from the campus with the support of the student placement team.
   ✓ Organise job fairs, campus placements, soft skills training, career guidance etc.
   ✓ Review the performance of students working in the Corporate Sector in various capacities (Final Placement, Summer Training, Projects etc.) by taking feedback from companies.
   ✓ Ability to bridge the Industry-Institute gap through guest speakers, new course recommendations, specific job requirements needed by the Industry, exchange programmes, sponsorship opportunities, and conferences at local/ national and international levels.
   ✓ Effectively engage organically with appropriate social media platforms to ensure the positioning of the Institution, its campuses, and overall offerings.

3. **OFFICE ASSISTANT / SECRETARY**

   Qualification and Requirements:
   ✓ Minimum Graduation
   ✓ Knowledge of Excel, MS Word and MS PowerPoint
   ✓ Good communication, analysing and drafting skills
   ✓ Good interpersonal skills and tact
   ✓ Handling social media, website, etc

ST JOSEPH'S UNIVERSITY
ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

MEDIA CELL POSITIONS

1. **PHOTOGRAPHER CUM MEDIA COORDINATOR**

   Qualification: At least 12ᵗʰ standard; a graduate will be preferred
   Requirement: Technical Faculty with a background or experience in photography, videography, design, and editing. The candidate must have experience in or openness to learn handling social media and good trainability. The incumbent is expected to be an integral component of the media cell and vital to the Team.

   Job Description:
   ✓ Photograph and video record all common events of SJU
   ✓ Assist in photographing and video recording Departmental/ School events, when required
   ✓ Edit photographs for printing in SJU bulletins and magazines
   ✓ Prepare and edit videos and photos for the website and upload them on the SJU YouTube channel and social media channels (IG, X, FB, LI, and Threads)
   ✓ Prepare videos of all University events for statutory meetings, Board of Governors meetings /Board of Management meetings
   ✓ Livestream events whenever required by the University
   ✓ Index and archive all photographs, videos, bulletins, brochures, etc for easy access
   ✓ Ensure each Department/School/Unit of SJU receives the photos/videos concerned with them, in time
   ✓ Submit the above to the IQAC for documentation purposes

2. **GRAPHIC DESIGNER**

   Qualification: At least 12ᵗʰ standard with relevant certification in graphic design.
   Requirement: A minimum of 2 years of relevant experience.
   In addition to his duties, he will assist the photographer cum media coordinator and content writer in Media Cell assignments.

**NOTE:** **The work timings will vary depending on the shift as the University also runs the III Shift from 2:00 pm to 9:00 pm.**