



S.N.D.T. WOMEN'S UNIVERSITY
1, Nathibai Thackersey Road,
MUMBAI-400 020.

DETAILS OF THE WEB NOTIFICATION FOR WALK IN INTERVIEW FOR THE POSTS OF 1. ACADEMIC ADVISOR, 2. PROJECT CO-ORDINATOR & 3. PERSONAL SECRETARY PUBLISHED ON APRIL 29, 2023 ON THE UNIVERSITY WEBSITE

DATE OF WALK IN INTERVIEW : MAY 03, 2023 TIME : 11:00 A.M. TO 02:00 P.M.

Sr. No.	Posts created by the Management Council Agenda Item No. 03 dated 31.03.2023	Educational Qualification	Duties and responsibilities:	Honorarium
01	Academic Advisor	<p>i) Master's degree with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed.</p> <p>ii) At least 05 years of experience as Assistant Professor in the Academic Level 11 and above or with 5 years of service in the Academic Level 12 and above including as Associate Professor along with experience in educational administration</p> <p align="center">OR</p> <p>Comparable experience establishment and /or other institutions of higher education university or at state/central government as a consultant</p> <p align="center">OR</p> <p>i) 10 years of administrative experience, of which 5 years shall be as Assistant Registrar or in an equivalent post.</p> <p>ii) more than two years of experience of handling academic matters/projects of university/educational Institutions/government will be added advantage.</p> <p>iii) Candidates who has handled Academic projects/ government projects worth more than Rs 2.5Cr. will be added advantage</p>	<p>The selected candidates should handle academic as well administrative matters of university and govt offices under the guidance of VC/PVC/Registrar. Make liaisons with various funding agencies and industries for getting fund for university projects. In addition to this the other duties and responsibilities assigned by Hon. Vice Chancellor, Pro Vice Chancellor and Registrar on time to time.</p>	Rs. 70,000/- to 80,000/- per month

		<p>iv) Knowledge of Computer is essential.</p> <p>v) Excellent Knowledge of Marathi & English is needed</p> <p>* Age limit : not less than 43 years and not more than 58 year</p> <p>* Tenure and Duration : 11 month only purely temporary basis</p>		
03	Personal Secretary	<p>i) Minimum post Graduate from any Recognized Statutory University.</p> <p>ii) At least two years experience in similar capacity (similar capacity means experience in equivalent or at least near equivalent post either within the organization or outside.) at state government or university or institutions</p> <p>iii) Knowledge of Computer is essential.</p> <p>iv) Excellent Knowledge of Marathi & English Languages is essential.</p> <p>v) Typing and letter drafting skills in marathi and English is essential.</p> <p>vi) NET/SET and/or PhD will be added advantage</p> <p>* Age : not less than 25 year and not more than 58 year age.</p> <p>* Tenure and duration : 11 month on temporary basis.</p>	<p>The selected candidates should work under office of VC/PVC/Registrar as per guidelines given by them. Candidates should able to perform duties in very confidential manner. In addition to this the other duties and responsibilities assigned by Hon. Vice Chancellor, Pro Vice Chancellor and Registrar on time to time.</p>	<p>Rs. 50,000/- to 55,000/- per month</p>

SD/-
(DR. VILAS D. NANDAVADEKAR)
REGISTRAR