



SNDT Women's University
Centre for Holistic Education, Training and Novel Advancements
(SNDTWU CHETNA चेतना)

Date: March 24, 2026

Job Opportunities at SNDTWU CHETNA

Applications are invited from Candidates for the following posts to be filled in purely on a contractual basis for 06 months on a fixed honorarium at the **SNDT Women's University, Center for Holistic Education, Training, and Novel Advancements (SNDTWU CHETNA)**, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038 of the University **on or before 10.04.2026**.

Position Details:

1. Administrative Coordinator

Post: Full-time (Purely Temporary Basis)

Number of Posts: 01

Monthly Remuneration: ₹40,000/- (Consolidated)

Appointment Type: Purely temporary for 6 months, with continuation after a 10-day break, subject to satisfactory performance and institutional requirements

Place of Work: SNDTWU CHETNA Office, SNDT Women's University, Pune Campus, Pune

Roles and Responsibilities:

- Manage daily administrative operations of SNDTWU CHETNA.
- Facilitate effective communication and coordination across various stakeholders.
- Ensure timely execution of assigned tasks and projects.
- Assist in organising events, maintaining records, and overseeing compliance with university policies.

Eligibility Criteria:

- Educational Qualifications: Any Post-graduate, with a preference will be given to a course in management
- Experience: 3-5 years in administrative roles in academic institutions
- Age below 40 years

Desirable Skills:

- Strong organizational skills
- Effective communication and collaboration skills
- Proficiency in Marathi, Hindi, and English
- Interpersonal skills
- Proficiency in office management and digital tools



2. Academic Coordinator

Post: Full-time (Purely Temporary Basis)

Number of Posts: 01

Monthly Remuneration: ₹40,000/- (Consolidated)

Appointment Type: Purely temporary for 6 months, with continuation after a 10-day break, subject to satisfactory performance and institutional requirements

Place of Work: SNDTWU CHETNA Office, SNTD Women's University, Pune Campus, Pune

Roles and Responsibilities:

- Coordination with five campus coordinators, coordinators of affiliated colleges, and course coordinators of SNDTWU CHETNA-hosted courses
- Designing and development of novel credit-based courses with the support of expert committees, in alignment with NEP 2020 and university guidelines.
- Coordination of course review, revision, and approval processes in collaboration with course reviewers and subject experts.
- Scheduling, planning, and effective implementation of CHETNA courses.
- Coordination of faculty development programmes (FDPs), workshops, and other academic activities in online and offline modes.
- Coordination of MOOC development activities under the PM-USHA (MERU) Project.
- Preparation and submission of periodic reports related to CHETNA activities.
- Functioning as Member Secretary of the Course Review Committee.
- Facilitation and coordination of examination, evaluation, and certification processes.
- any other responsibility assigned by the Director SNDTWU CHETNA

Eligibility Criteria:

- M.A. in Education or M.Ed. from a recognised university with a minimum 55% marks
- Minimum 3 years of experience in academic coordination, higher education administration, course development, or faculty development activities
- Fluency in English, Hindi, and Marathi (spoken and written) is mandatory
- Familiarity with NEP 2020, credit-based course structures, MOOCs, and online learning platforms • Strong communication, coordination, documentation, and digital skills. The University reserves

The right to fill or not to fill the post without assigning any reason.

Selection Process: recommended

Candidates will be selected based on merit through a process comprising:

1. **Application Review and scrutiny**
2. **Interview**

How to Apply:

Interested candidates are requested to submit their application on plain paper with relevant scanned documents and detailed CVs by **10th April 2026** to office@chetna.sndt.ac.in



Registrar,
SNTD Women's University, Mumbai

एस.एन.डी.टी. महिला विद्यापीठातील 'चेतना' केंद्रा'मध्ये नोकरीच्या संधी!

एस.एन.डी.टी. महिला विद्यापीठाच्या पुणे येथील 'चेतना' केंद्रासाठी खालील पदांसाठी अर्ज मागविण्यात येत आहेत.

पदांची माहिती:

१. प्रशासकीय समन्वयक (Administrative Coordinator)

- मानधन: ₹४०००० प्रतिमहिना
- अर्हता: कोणत्याही शाखेचा पदव्युत्तर पदवीधर, ३-५ वर्षांचा प्रशासकीय अनुभव आवश्यक
- भाषा कौशल्य: मराठी, हिंदी, इंग्रजी
- कालावधी: ०६ महिने

२. शैक्षणिक समन्वयक (Academic Coordinator)

- मानधन: ₹४००००/- प्रतिमहिना
- अर्हता: शिक्षणशास्त्र विषयातील पदव्युत्तर पदवी (एम.एड./ एम. ए. एजुकेशन),
- पीएच.डी. असलेल्या उमेदवारांना प्राधान्य दिले जाईल.
- अनुभव: ३-५ वर्षांचा शैक्षणिक (शैक्षणिक (अध्यापन/शैक्षणिक नियोजन/ अभ्यासक्रम विकसन)
- भाषा कौशल्य: मराठी, हिंदी, इंग्रजी
- कालावधी: ०६ महिने

निवड प्रक्रिया: जाहिरात, अर्जाची छाननी आणि मुलाखत

अर्ज कसा करावा:

आपला अर्ज आणि आवश्यक कागदपत्रे office@chetna.sndt.ac.in येथे १० एप्रिल २०२६ पर्यंत सादर करावीत.
अधिक माहितीसाठी www.sndt.ac.in येथे संपर्क साधा.

कुलसचिव

