

## **Job Description**

### **Assistant Professor in department of English**

We are looking for qualified **Assistant Professor in department of English** for **Vishwakarma University, Pune** with 2+ years of experience in academia/industry and who is passionate about teaching and ready to develop and deliver quality content for assigned courses. We need person ready to take the responsibilities and challenging opportunities in order to exhaust his/her knowledge and skills to the fullest extent.

### **Job duties and responsibilities**

Assistant Professor job contains the following duties and responsibilities:

- Academic teaching at UG/PG level
- Programme and curriculum design and development,
- Academic Administration
- Supervision and Guidance for Ph.D. Scholars, if eligible,
- Examinations and evaluation,
- Training, consultancy and extension activity,
- Placements and industry connect,
- Student counselling, institutional admissions and administration,
- Quality assurance and academic research,
- Any other work assigned by higher authority.

### **Minimum Qualifications/Requirements**

- As per the norms of UGC
- A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.
- The candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET.

### **OR**

Who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET.

- Doctorate (Ph.D.) Degree desirable
- Ability to write instructional material,
- Ability of conducting an interdisciplinary research,
- Excellent fluency of English and Marathi/Hindi language,
- Effective communication skills.