

# Job Description

## **Assistant Professor of English**

We are looking for a creative and qualified **Assistant Professor 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 a person ready to take the responsibility 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,
- Master's Degree with 55% marks (or an equivalent grade in a point-scale) in English
- NET/MH-SET (English) qualified or PhD (English)
- Ph.D. Degree preferable,
- Ability to write instructional material,
- Ability of conducting an interdisciplinary research,
- Excellent fluency of English and Marathi/Hindi language,
- Effective communication skills.

Send us your resume **along with two references** to [jobs@vupune.ac.in](mailto:jobs@vupune.ac.in)  
Just put "Assistant Professor of English" in the subject line.

We are Hiring!

Assistant Professor of English

Experience: 2+ years experience

Send your resume **along with two references** to  
jobs@vupune.ac.in

Attach the following documents along with your application -

1. Resume (CV),
2. Two References with contact details,
3. ID Proof (PAN/Aadhaar Card),
4. Ph.D. Degree Certificate, if applicable,
5. SET/NET Certificate, if applicable,
6. Mark-sheets and Degree Certificates of UG and PG,
7. Mark-sheets and Degree Certificates of SSC and HSC,
8. Salary slip of last salary drawn and Bank Statement showing receipt of the same.