



University Established Under Karnataka State Act 47 of 2013

## JOIN THE LEADER IN EDUCATION WITH A LEGACY OF 25 YEARS (1992 – 2017)

### Garden City University invites applications for the following ACADEMIC POSITIONS

**DEANS:** Faculty of Law, School of Commerce and Management, School of Sciences, School of Social Sciences and Humanities, School of Media Studies, School of Indian and Foreign Languages, School of Health Sciences, School of Physical Education and Sports, Department of Fashion and Apparel Design, Student Affairs.

#### PROFESSORS, ASSOCIATE PROFESSORS, ASSISTANT PROFESSORS & ADJUNCT VISITING FACULTY FOR THE FOLLOWING SUBJECTS:

Law, Physics, Chemistry, Mathematics, Biotechnology, Microbiology, Biochemistry, Genetics, Food Science, Nanotechnology, Electronics, Statistics, Computer Science, Dairy Science, Hotel Management, Interior Design, Fashion & Apparel Design, Tourism, Event Management, Entrepreneurship Management, Marketing, Human Resource, IT, Banking, Finance, Commerce, Accounts, Taxation, Economics, History, Sociology, Psychology, Electronic Media, Visual Communication, Journalism, Mass Communication, English, Kannada, Hindi & French.

### QUALIFICATIONS AND EXPERIENCE

As per the UGC Regulations, Candidates with significant experience in Industry/Research and Consultancy shall be given additional weightage.  
Remuneration will be as per the UGC norms (wherever applicable) and will commensurate with qualification, competence and experience.

### ADMINISTRATIVE POSITIONS

**DEPUTY REGISTRAR(S)/ASSISTANT REGISTRAR(S):** Graduate/PG with excellent communication skills and having minimum of 5 years of experience in document management in the education sector.

**IT-MANAGER/ASSISTANTS:** Minimum 5 Years of experience in IT & Networking.

**ADMINISTRATIVE OFFICERS/PUBLIC RELATIONS/ACCOMMODATION MANAGERS:** Graduate/PG having a minimum of 5 years experience in Campus/facility/manpower management in the education sector.

**ASSISTANT FINANCE OFFICER:** M.Com/MBA-Finance/CA with minimum 3 years of experience of handling Accounting and Finance in a Service Sector, preferably in a University/Educational Institution. Candidates to have proficiency in various accounting software packages.

**LIBRARIAN:** MLISc with minimum 3 years of experience.

**SECRETARIES/EXECUTIVE ASSISTANTS/FRONT OFFICE EXECUTIVES/ADMISSION COUNSELLORS/HR EXECUTIVES  
PLACEMENT EXECUTIVES & TRAINING MANAGERS/ADMISSION TELE CALLERS/EDP OPERATORS/CLERKS:** Degree/diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

### OTHER POSITIONS

**PHYSICAL EDUCATION INSTRUCTOR:** Having B.P.Ed/M.P.Ed with minimum 3 years of experience.

**SECURITY GUARDS/DRIVERS/KITCHEN HELPERS/COOKING ASSISTANTS:** Post Secondary with 3 years of experience in concerned position.

**HORTICULTURISTS, SOUND TECHNICIANS, VIDEO EDITORS, VIDEOGRAPHERS, PHOTOGRAPHERS:** Minimum 3 years of experience in concerned position.

Special Preference will be given to SC/ST Candidates.

For more openings and detailed listing of available positions please refer to

[www.gardencity.university](http://www.gardencity.university)

Please send your resume by email to [hr@gardencity.university](mailto:hr@gardencity.university) or by post  
to The Chancellor, Garden City University, City Office: GCC House, # 340, 5th Main,  
Indiranagar Double Road, I Stage Indiranagar, Bangalore – 560 038

# **GARDEN CITY UNIVERSITY, BENGALURU**

## **INVITES APPLICATION FOR THE FOLLOWING POSITIONS**

### **DEANS:**

1. Faculty of Law
2. School of Commerce and Management
3. School of Sciences
4. School of Social Sciences and Humanities
5. School of Media Studies
6. School of Indian and Foreign Languages
7. School of Health Sciences
8. School of Physical Education and Sports
9. Department of Fashion and Apparel Design & Student Affairs.

### **QUALIFICATION AND EXPERIENCE:**

- (i) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and publish work of high quality, activity engaged in research with evidence of published work with a minimum of 15 publications as books and/or research policy papers.
- (ii) A Minimum of 15 years teaching experience in university/college, and or experience in research at the university/national level institutions/industries, including experience with guiding the candidates for research at Doctoral level.
- (iii) One should have a proven track record as an Institution builder with Research and publications, and enlightened leadership with team building qualities are desirable. Exposure to government and other research funding agencies will be an added advantage.

### **PROFESSORS:**

1. Law
2. Physics
3. Chemistry
4. Mathematics
5. Biotechnology
6. Microbiology
7. Biochemistry
8. Genetics
9. Food Science
10. Nanotechnology
11. Electronics
12. Statistics
13. Computer Science
14. Dairy Science

15. Hotel Management
16. Interior Design
17. Fashion & Apparel Design
18. Tourism
19. Event Management
20. Entrepreneurship Management
21. Marketing
22. Human Resource
23. Information and Technology
24. Banking
25. Finance
26. Commerce
27. Accounts
28. Taxation
29. Economics
30. History
31. Sociology
32. Psychology
33. Electronic Media
34. Visual Communication
35. Journalism
36. Mass Communication
37. English
38. Kannada
39. Hindi &
40. French.

#### **QUALIFICATION AND EXPERIENCE:**

- (iv) An eminent scholar with Ph.D. qualification(s) in the concerned/allied/relevant discipline and publish work of high quality, activity engaged in research with evidence of published work with a minimum of 10 publications as books and/or research policy papers.
- (v) A Minimum of 10 years teaching experience in university/college, and or experience in research at the university/national level institutions/industries, including experience with guiding the candidates for research at Doctoral level.
- (vi) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process.

#### **ASSOCIATE PROFESSORS:**

1. Law
2. Physics
3. Chemistry
4. Mathematics
5. Biotechnology
6. Microbiology

7. Biochemistry
8. Genetics
9. Food Science
10. Nanotechnology
11. Electronics
12. Statistics
13. Computer Science
14. Dairy Science
15. Hotel Management
16. Interior Design
17. Fashion & Apparel Design
18. Tourism
19. Event Management
20. Entrepreneurship Management
21. Marketing
22. Human Resource
23. Information and Technology
24. Banking
25. Finance
26. Commerce
27. Accounts
28. Taxation
29. Economics
30. History
31. Sociology
32. Psychology
33. Electronic Media
34. Visual Communication
35. Journalism
36. Mass Communication
37. English
38. Kannada
39. Hindi &
40. French.

**QUALIFICATION AND EXPERIENCE:**

- (i) Good academic record with Ph.D. in concerned/allied/relevant disciplines.
- (ii) A minimum of eight years of teaching experience of teaching and/or research in an academic research position equivalent to that of Assistant Professor in a University. College or Accredited Research Institution/Industry excluding the period of Ph.D. research with evidence of published work and a minimum of five publications as books and/or research policy papers.
- (iii) Contribution to educational innovation, design of new curricula and courses, and technology – mediated teaching learning process with evidence of having guided doctoral candidates.

## **ASSISTANT PROFESSORS:**

1. Law
2. Physics
3. Chemistry
4. Mathematics
5. Biotechnology
6. Microbiology
7. Biochemistry
8. Genetics
9. Food Science
10. Nanotechnology
11. Electronics
12. Statistics
13. Computer Science
14. Dairy Science
15. Hotel Management
16. Interior Design
17. Fashion & Apparel Design
18. Tourism
19. Event Management
20. Entrepreneurship Management
21. Marketing
22. Human Resource
23. Information and Technology
24. Banking
25. Finance
26. Commerce
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29. Economics
30. History
31. Sociology
32. Psychology
33. Electronic Media
34. Visual Communication
35. Journalism
36. Mass Communication
37. English
38. Kannada
39. Hindi &
40. French.

## **QUALIFICATION AND EXPERIENCE:**

- (i) Good academic record as defined by the concerned university with at least 55% marks at the Master Degree level in a relevant subject from an Indian University, or an equivalent degree from an accredited foreign university.

- (ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by UGC, CSIR or similar test accredited by the UGC like SLET/SET.
- (iii) Notwithstanding anything contained in sub-clauses (i) and (ii) to this clause, candidates, who are, or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standard and Procedure for award of Ph.D. Degree) Regulations, 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET for recruitment and appointment of Assistant Professor or equivalent positions in Universities/Colleges/Institutions.
- (iv) NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted.

**ADJUNCT VISITING FACULTY:**

1. Law
2. Physics
3. Chemistry
4. Mathematics
5. Biotechnology
6. Microbiology
7. Biochemistry
8. Genetics
9. Food Science
10. Nanotechnology
11. Electronics
12. Statistics
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33. Electronic Media
34. Visual Communication

- 35. Journalism
- 36. Mass Communication
- 37. English
- 38. Kannada
- 39. Hindi &
- 40. French.

**CANDIDATES SHOULD SATISFY THE FOLLOWING NORMS:**

**(a) For Conventional Higher Education Courses:**

- i) Should have the minimum qualifications as prescribed in the regulations framed by UGC / respective statutory councils from time to time.  
OR
- ii) A person of eminence with or without a postgraduate or Ph.D. qualifications.

**(b) For Skill based Courses:**

- i) Should be an accomplished professional / expert in his chosen field of discipline and may not necessarily possess qualifications prescribed under UGC regulations.  
OR
- ii) Should be a certified professional, for teaching and training on National Occupational Standards under NSQF, by the Sector Skills Council for teaching respective trade / job role. They are also expected to have an understanding of industry requirements, National Occupational Standards (NOSs) and Assessment & Certification for skills.

In addition to the above, it is expected that the adjunct faculty in both the above streams would be an accomplished scholar in his area of specialization and his association would add value to the academic programmes he is associated with.

**DEPUTY REGISTRAR:**

Graduate/PG with excellent communication skills and having minimum 5 years of experience in document management in the education sector.

**ASSISTANT REGISTRAR**

Graduate/PG with excellent communication skills and having minimum 5 years of experience in document management in the education sector.

**IT-MANAGER/ASSISTANTS:**

Minimum 5 Years of experience in IT & Networking.

**SOFTWARE DEVELOPER:**

Minimum 3 Years of experience as a Software Developer.

**ADMINISTRATIVE OFFICER:**

Graduate/PG having a minimum 5 years of experience in campus/facility/manpower management in the education sector.

**PUBLIC RELATIONS**

Graduate/PG having a minimum 5 years of experience in campus/facility/manpower management in the education sector.

**ACCOMMODATION MANAGER:**

Graduate/PG having a minimum 5 years of experience in campus/facility/manpower management in the education sector.

**ASSISTANT FINANCE OFFICER:**

M.Com/MBA-Finance/CA with minimum 3 years of experience of handling Accounting and Finance in a Service Sector, preferably in a University/Educational Institution. Candidates to have proficiency in various accounting software packages.

**LIBRARIAN:**

MLISc Degree with minimum 3 years of experience.

**SECRETARY:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**EXECUTIVE ASSISTANT:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**FRONT OFFICE EXECUTIVE:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**ADMISSION COUNSELLOR:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**HR EXECUTIVE:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**PLACEMENT EXECUTIVE:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.



**TRAINING MANAGER:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**ADMISSION TELE CALLER:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**EDP OPERATOR:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**CLERK:**

Degree/Diploma in Secretarial Practice. Minimum 3 years of experience with written and oral communication skills and IT skills. With proficiency in academics/social counselling will be considered for admission counsellors.

**PHYSICAL EDUCATION INSTRUCTOR:**

B.P.Ed./M.P.Ed. Degree with minimum 3 years of experience.

**SECURITY GUARD**

Post-Secondary with 3 years of experience as a Security.

**DRIVER**

Post-Secondary with 3 years of experience as a Driver having Driving License.

**KITCHEN HELPER**

Post-Secondary with 3 years of experience in Kitchen.

**COOKING ASSISTANT:**

Post-Secondary with 3 years of experience in Cooking.

**HORTICULTURIST:**

Minimum 3 years of experience in Horticulture

**SOUND TECHNICIAN:**

Minimum 3 years of experience in Sound Technology

**VIDEO EDITOR:**

Minimum 3 years of experience in Video Editing

**VIDEOGRAPHER:**

Minimum 3 years of experience as a Videographer

**PHOTOGRAPHER:**

Minimum 3 years of experience as a Photographer.

**HOUSE KEEPER:**

Minimum 3 years of experience in House Keeping

Interested and eligible candidates may send your resume along with necessary documents by email to [hr@gardencity.university](mailto:hr@gardencity.university) or by post to The Chancellor, Garden City University, City Office: GCC house, # 340, 5<sup>th</sup> Main, Indiranagar Double Road, 1<sup>st</sup> Stage Indiranagar, Bangalore – 560 038. Special Preference will be given to SC/ST Candidates.