



International Centre

(ISO 9001: 2015)

Savitribai Phule Pune University, Pune-411007

Phone No. 020-25691162 (O) / Email : intcent@unipune.ac.in

IC/ 185

Date: 21/09/2020

Advertisement for the post of Coordinator & Counsellor

(Self Supporting courses Budget)

Applications are invited for the following posts at the International Centre, Savitribai Phule Pune University, Pune - 411 007

01 (one) Post - Coordinator (Reservation: - Open to all)

Consolidated Salary:- Rs. 20,000/- (per month)

Period :- up to 31st May 2022 from the date of Joining

Essential Qualification

1. Good academic record with at least 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's degree in English from any recognized Indian University, or an equivalent degree from an accredited foreign university.
2. Relaxation of 5 % marks will be provided at the master's degree for the candidates belonging to Scheduled Caste/Scheduled Tribe categories and also for assessing good academic record.

Desirable Qualification:

Teaching and /or administrative experience of at least two years, in any reputed University College/Institution

Age : Not more than 55 years.

02 (Two) Posts - Counsellor (Reservation:- 01 (one) - Open

:- 01 (one) - ST

Consolidated Salary:- Rs. 15,000/- (per month)

Period :- up to 31st May 2022 from the date of Joining

Essential Qualification:

1. Good academic record with at least 55 % marks (or an equivalent grade in a point scale wherever grading system is followed) at the master's degree in English from any recognized Indian University, or an equivalent degree from an accredited foreign university.
2. Relaxation of 5 % marks will be provided at the master's degree for the candidates belonging to Scheduled Caste/Scheduled Tribe categories and also for assessing good academic record.

Desirable Qualification :

Experience of at least two years in any reputed University College/Institution as a Counsellor to international students, like counseling students during their admission procedure, organizing international events including sports events, food and cultural festivals, organizing international student mobility and tours, assisting them in accommodation and organizing workshops and seminars of foreign delegates. This may also include teaching international students.

Age : Not more than 55 years.

Important Terms:

1. The selected candidates will be required to participate in teaching and the administration work as per the instruction of the Director of the Centre.
2. Application forms with all relevant documents and email address should reach the office of the Director , International Centre, Savitribai Phule Pune University, Pune - 41 007 within fifteen (15) days of the date of the advertisement.
3. Shortlisted candidates will be contacted by email for a walk in interview at the International Centre at the designated date and time.
4. No T.A./D.A. will be provided to the candidates for attending the interview

Director

International Centre
Savitribai Phule Pune University

Registrar

Savitribai Phule Pune University
Pune - 411 007



**Savitribai Phule Pune University
International Centre**

Savitribai Phule Pune University, Pune- 411007 (India)

Application for the post of

Coordinator

Counsellor

Affix the
latest
passport
size photo

Name of Applicant : _____

Date of Birth: _____ **Category** _____

Gender: _____ **Mobile No. :** _____

Postal Address : _____

_____ Pin Code _____

Email ID: _____

Educational Qualifications:

Examination / Degree	Board / University	Institute	Subjects / Specialization	Year of Passing	Division/ CGPA/%
Secondary					
Higher Secondary					
Graduation					
Post Graduation					
Other					

Experience:

University / Institution*	Post	From	To	Total (in years and months)

I, hereby, declare that all the statements/ particulars made/furnished in this application are true, complete and correct to the best of my knowledge and belief. I also declare and fully understand that in the event of any information furnished being found false or incorrect at any stage, my application/candidature is liable to be summarily rejected at any stage.

Date:

Place:

(Signature of Applicant)