



मध्यप्रदेश भोज (मुक्त) विश्वविद्यालय
(म.प्र. विधानसभा अधिनियम 1991 के अंतर्गत स्थापित)
(नैक द्वारा "A" ग्रेड प्रदत्त)
राजा भोज मार्ग (कोलार रोड), भोपाल- 462016

क्रमांक 8312

दिनांक 09/11/2024

सलाहकारो एवं मल्टी स्किल असिस्टेंट की नियुक्तियों हेतु विज्ञापन (पूर्णतः अस्थाई)

विश्वविद्यालय के आंतरिक गुणवत्ता आश्वासन केन्द्र (CIQA) में प्रशासनिक, शैक्षणिक एवं CIQA के कार्यों हेतु सलाहकार, कुल 04 पदों, कनिष्ठ सलाहकार कुल 02 एवं मल्टी स्किल असिस्टेंट कुल 04 हेतु निर्धारित प्रारूप में आवेदन आमंत्रित है। यह नियुक्ति पूर्णतः अस्थायी एक वर्ष हेतु (अधिकतम तीन वर्षों)के लिए होगी। किसी भी पद पर आवेदन को मान्य/अमान्य करने व समग्र विज्ञापन निरस्त करने का अधिकार विश्वविद्यालय सुरक्षित रखता है। पदों की योग्यता, आवेदन का प्रारूप, मानदेय एवं चयन प्रक्रिया आदि विश्वविद्यालय की वेबसाईट <http://mpbou.edu.in/> पर उपलब्ध है। निर्धारित प्रारूप में आवेदन दस्तावेजों के साथ अंतिम तिथि 02/12/2024 तक कुलसचिव म.प्र. भोज मुक्त विश्वविद्यालय, राजा भोज मार्ग (कोलार रोड) भोपाल, म.प्र. -462016 को प्राप्त हो जाने चाहिए। आवेदक, फार्म स्वयं जमा कर सकते या डाक द्वारा प्रेषित कर सकते हैं। किसी भी कारण से अंतिम तिथि के बाद प्राप्त आवेदनों पर विचार नहीं किया जायेगा।

कुलसचिव

Advertisement for filling up the post of Consultants, Junior Consultant and Multi Skill Assistant at Madhya Pradesh Bhoj (Open) University, Bhopal

Madhya Pradesh Bhoj (Open) University, Bhopal invites Applications on prescribed format from eligible, committed, dynamic candidates having requisite qualifications and experience for filling up two posts of Senior Consultant purely on temporary basis on consolidated emoluments on short term contract for one year extendable after reviewing his/her performance if required.

Consultancy Services are of an advisory or professional nature and are to be provided by consultants for the betterment of University especially for the Centre for Internal Quality Assurance. The job profile of applicant includes providing expert or strategic advice e.g. management consultancy, policy consultancy or communication consultancy. Advisory and project related Consultancy services includes feasibility studies, Skill training, project management, training and development, assistance in formulation of academic documents, frameworks, guidelines and reports, assistance in providing academic support, research input and other related work. Any other work assigned by the competent authority.

The National Education Policy (NEP) 2020 has given special emphasis on vocational education through integration and mainstreaming of vocational education with general education which will help students in acquiring various skills to meet the needs of the industries and to improve the quality of education. The Consultants are required to enhance the employability and entrepreneurial abilities of the students, and generating awareness amongst students about various career options so as to enable them to make a choice in accordance with their aptitude, competence and aspirations.

S No	Name of the Post	Consultant	Junior Consultant	Multi Skill Assistant
1.	No. of Vacancies	04 (Four)	02 (Two)	04 (Four)
2.	Emoluments (Consolidated)	Rs. 45,000/-p.m.	Rs. 35,000/-p.m.	Rs. 22,500/-p.m.
3.	Method of Recruitment	Through Written Test on Writing Skills, Computer Proficiency Test and interview		Through Written Test on Computer Proficiency Test and interview
4.	Educational qualification required.	Essential - Master's Degree in First Division or Doctorate Degree from UGC recognized University in any discipline. (As per Statute-21) Desirable - 1. Persons with M Phil, PhD, additional qualifications' research experience, published papers and post qualification experience in the relevant field would be Preferred. 2. Persons should have effective		Graduation from UGC recognized University in any discipline. Multi Skilled Assistant must be computer literate and having expertise in typing. He/She

		<p>communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work. He/ She should be proficient in Computer skills.</p> <p>3. Teaching, research, industrial and/or professional experience in a reputed organization and Experience in imparting Skill/ Vocational training is desirable.</p> <p>4. Advanced proficiency in Microsoft Office applications including report writing and presentation. Ability to visualize how data and concepts can be communicated in different formats. Proficiency to undertake advanced statistical analysis Ability to draft case studies, and policy briefs and copy edit publications. Adaptive communication skills, and interact professionally with all levels of stakeholders. Proactive, attention to detail, prompt in resolving problems the ability to work in a team.</p>	<p>should have cleared CPCT examination and must be Expert in Hindi, English Typing.</p>
5.	Experience	<p>Persons possessing experience of having worked with IQAC of any University or College would be accorded preference during selection/ appointment. Experience in imparting Vocational training is desirable.. Persons with Industrial experience in the relevant area may be preferred for Skill enhancement courses as per NEP 2020.. Mere fulfilling the qualification does not entitle a candidate to be necessarily considered for the post.</p>	-----
6.	Maximum Age Limit (as on date of publication of this advertisement)	65 years (up to 70 years in exceptional cases with extraordinary level of expertise)	35 years
7.	Period of Engagement	Initially for one year and can be extendable to further two more years.	
8.	Last Date of receipt of application	30/11/2024	

General Terms and Conditions for engagement as Consultant/ Junior Consultant

1. The consultant shall perform the services as per Terms of Reference and the task/ jobs assigned to him/her by the MPBOU. Professionals with requisite qualification and experience as prescribed would be hired as individual Consultants.
2. **Age-Limit:** Normally, the maximum age limit for all categories of Consultants will be 65 years. However, engagement beyond 65 years and up to 70 years could be resorted to with the approval of Vice Chancellor, in exceptional cases, keeping in view incumbent's nature of the work, level of expertise and requirements of MPBOU.
3. The working hours would be that of the working hours of the MPBOU. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits/ leave will be granted.
4. **Tenure:** Individual Consultants will be engaged for a fixed period but not exceeding 3 years for providing high quality services on specific tasks. However, their continuation in their respective position beyond the first and subsequent years, would be contingent on a satisfactory Annual Performance Review.
5. The consultant shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy.
6. Consultants shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to University/ Govt employees. The professionals appointed by the University shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of MPBOU.
7. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the University. The engagement of Consultants is of a temporary (non-official) nature against the specific jobs.
8. **Termination of Agreement:** MPBOU may terminate a contract to which these terms apply if:
 - i) The Consultants are unable to address the assigned works.
 - ii) Quality of the assigned works is not to the satisfaction of MPBOU
 - iii) The Consultants fail in the timely achievement of the milestone as finally decided by MPBOU.
 - iv) The Consultants are found lacking in honesty/integrity or violates the confidentiality clause.
9. Requirement of prior notice: The contract of Consultant and Junior Consultant can be terminated by serving a notice period of 30 days or one month salary in lieu thereof.
10. **Experience:**
 - a) Persons possessing experience of having worked with IQAC of any University/College would be accorded preference during

- selection/appointment.
- b) He/ She should have effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth examination of his/her areas of work.
 - c) Teaching, Research, industrial and/or professional experience in a reputed organization and Experience in imparting **Skill/ Vocational** training is desirable.

General Terms and Conditions for engagement as Multi Skill Assistant

1. The Multi Skill Assistant shall perform the services as per Terms of Reference and the task/ jobs assigned to him/her by the MPBOU. Professionals with requisite qualification and experience as prescribed would be hired as individual.
2. **Age-Limit:** Normally, the maximum age limit for all categories of Multi Skill Assistant will be 35 years
3. The working hours would be that of the working hours of the MPBOU. Under special circumstances, the Consultant could be called for services on holidays or beyond normal working hours for which no other benefits/ leave will be granted.
4. **Tenure:** Individual Consultants will be engaged for a fixed period but not exceeding 3 years for providing high quality services on specific tasks. However, their continuation in their respective position beyond the first and subsequent years, would be contingent on a satisfactory Annual Performance Review.
5. The Multi Skill Assistant shall perform his/her obligations under his/her consultancy with all necessary skills, diligence, efficiency and economy. The Multi skill Assistant shall create visually appealing and creative multimedia products using images, video, typography and other video tools.
6. **Skills Required:** Basic networking, troubleshooting, knowledge of common software applications, multimedia software and familiarity with different operating systems.
7. Multi Skill Assistant shall abide with Contract Agreement, Non-Disclosure Agreement, General Conduct Rules, Information Security Act and other restrictions as applicable to University/ Govt employees. The professionals appointed by the University shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of MPBOU.
8. During the terms of the consultancy, he/she shall not be engaged in any private business or professional activity which could conflict with the interest of the University. The engagement of Multi Skill Assistant is of a temporary (non-official) nature against the specific jobs.
9. **Termination of Agreement:** MPBOU may terminate a contract to which these terms apply if:
 - i) The Multi Skill Assistant are unable to address the assigned works.
 - ii) Quality of the assigned works is not to the satisfaction of MPBOU
 - iii) The Multi Skill Assistant fail in the timely achievement of the milestone as finally decided by MPBOU.
 - iv) The Multi Skill Assistant are found lacking in honesty/integrity or violates the confidentiality clause.
10. **Requirement of prior notice:** The contract of Multi Skill Assistant can be terminated by serving a notice period of 30 days or one month salary in lieu

thereof.

11. Application Form:

- (i) The application, complete in all respects, in the prescribed proforma available at University website along with the self-attested copies and page numbered of certificates relating to qualifications, experience, date of birth etc., should be received at Registrar, Madhya Pradesh Bhoj Open University, Raja Bhoj Marg, Kolar Road Opposite Chuna Bhatti Police Station, Bhopal 462016 by Speed Post on or before 30/11/2024. It can also be submitted personally during office hours.

NOTE:

Applications which are not in conformity with the minimum requirement mentioned in the advertisement and also not as per the proper proforma are liable to be rejected.

Application for Post of Consultant/Junior Consultant/Multi Skill Assistant at MPBOU	
Advertisement No.:	MPBOU/CIQA/Consultants/2024/
[A] Personal Information	
1.	Name in Full: (in Block letters)
2.	Father's name
3.	Gender
4.	Date of Birth
5.	Age(As on closing date of advertisement):
6.	Nationality
7.	Aadhar No.& PAN number
8.	Address For Correspondence
9.	Permanent Address
10.	E-mail ID
11.	Contact No.:
	Mobile No:
	Landline:
12.	Name of the Organization last served with address

B: Educational Qualification (last degree first)

S. No.	Name of The Degree	Name of the Institute	University Board	Year of Passing	Percentage/ CGPA

C: Experience (latest first)

S.No.	Name Of the University / College/ Educational Institute / Industry	Period/ Duration (From-to)	Contact Details of employer	Pay	Nature Of work handled	Recommendation / appreciation (if any)

D: Papers published / presented in leading Journals and/or presented in International Conferences (with details and abstracts of documents wherever available)

S No	Name/Title	Date of Publication	Published/ Presented In	Abstract/Brief Overview

[E] Additional qualification

1.	Details of Knowledge of Computer and Skill training	
2.	<p>Applicants should also be enterprising to eagerly contribute towards the growth of the University and students.</p> <p>A case study on “Action plan for improving the employability of students of M.P. Bhoj Open University may be included in the resume.</p> <p>Candidates may share their real-life experiences from</p>	

	teaching or industry in the case study.	
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3.	Any other relevant information <i>(please enclose separate sheet, if required)</i>	
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Declaration

I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and belief and nothing has been concealed or suppressed. I understand and agree that in the event of any information being found false OR incorrect/incomplete or ineligibility being detected at any time before or after selection, my candidature is liable to be rejected and I shall be bound by the decision of the MPBOU. I have read this circular and ready to accept all the terms and conditions (Appendix A) for engagement of Consultants.

Date:

(Signature of the Applicant)

Following documents are to be enclosed by the applicant

Self-Attested Copies of:

1. Certificates, Mark sheet of Educational Qualification
2. Experience Certificates issued by past Employers, Certificate from current Employer
3. Abstract of Research and other Technical Papers published in Journals with visible name(s) of the Journal
4. Documents in respect of other relevant details (such as awards, recognition etc.)
