

ADVERTISEMENT

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

Integrated Institute of Technology Campus,
Sector-9, Dwarka, New Delhi-110077

The Delhi Skill and Entrepreneurship University intends to engage 03 Chief Operating Officers (COO) /(Cluster Manager) on contract basis. Complete details are available on the website of Department of Training and Technical Education, Government of NCT of Delhi i.e. <http://tte.dehigovt.nic.in/>.

Candidates are requested to read the advertisement carefully before filling the online Google form. The link is as follows : <https://forms.gle/3QTjU2F6KBYDkL749> .

Applicants can apply upto 5pm on 08 April 2021.

Registrar , DSEU

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

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Advt. No. F.1(46)/Review Qualifications &
Experience /WCSC /DTTE/2019

Dated:

RECRUITMENT TO THE POST OF CHIEF OPERATING OFFICER (COO)/Cluster Manager

Govt. of Delhi had enacted Delhi Skill and Entrepreneurship University Act 2020, Department of Law, Justice and Legislative, Affairs vide its notification No. F.14(65)LA-2020/CONS2LAW/82-91 dated 26th May, 2020 has published this Act for general information (Delhi Act of 04 of 2020) conveying the assent of Hon'ble Lt. Governor of Delhi dated 26th February, 2020.

An Act to provide quality education in applied sciences and skill education in various disciplines of education and to take advantage of demographic dividend; design and impart skills oriented programmes to address the challenges of developing, trained and employable human resources for national growth.

S. No.	Nomenclature of Post	Mode of Recruitment	Pay Band (consolidated)	Number of Post	Period of contract
1.	Chief Operating Officer/ Cluster Manager	Direct recruitment through open advertisement and interview	Rs.78800/- + DA	03	3 years, annual renewal based on performance

Qualification & Experience:

Post	Qualification	Age Limit	Duties and Responsibilities
Chief Operating Officer (COO)/(Cluster Manager)	Master's Degree in Business Administration / Management/ Commerce / Humanities / Marketing / Finance / Technology /Science Experience: Minimum of 10 years' experience in Administration / Management / Institution Head / Centre Manager.	65 years. Retired persons from Govt. services are encouraged to apply.	The COO will be the Cluster Manager and shall be the overall Operations and Administrative Manager for multiple DSEU campuses. He / She shall be responsible for smooth operations of admission, administration, academics, industry engagement in the campuses and the overall monitoring and reporting activities.

1. General Instructions

- i. The candidate must be a citizen of India.
- ii. Before applying, candidates should ensure that he / she fulfils all the eligibility conditions / norms.
- iii. Selected candidates will be posted anywhere in NCT of Delhi.
- iv. Candidates before joining shall enter / sign a Contract / bond with DSEU on prescribed terms and conditions. The contract shall be for one year, annual renewal based on performance.
- v. The University reserved the right to fill or not to fill the post advertised. No correspondence whatsoever will be entertained from the candidates regarding

- any delays, conduct and result of interview and reason for not being called for an interview.
- vi. Candidates are required to submit the hard copy filled in online form along with self-attested copies of Educational & Professional Qualifications and Experience etc at the time of document verification for shortlisted candidates of the selection process.
 - vii. Fulfilment of conditions of minimum qualifications shall not necessarily entitle any applicant to be called for further process of recruitment. In case of a large number of applicants, University reserves the right to short-listing of applicants in any manner as may be considered appropriate and no reason for rejection shall be communicated.
 - viii. Applications must be sent in the prescribed format (Online Google form) only.
 - ix. The educational qualification, age , experience and other conditions of eligibility as stipulated above against the post shall be determined as on the closing date of receipt of applications.
 - x. All columns /fields must be filled in the application form. No column should be left blank, instead it should be marked 'N.A.' wherever not applicable.
 - xi. EMail address & Mobile No. of the candidate must be clearly mentioned for further course of contract / correspondence.
 - xii. Incomplete / unsigned application(uploaded) / application without photograph / application not in prescribed proforma and those received after closing date shall be rejected.
 - xiii. No TA/DA in connection with the submission of application form or appearing in the interview/selection will be paid to the candidate.
 - xiv. If the qualification possessed by the candidates is equivalent, then the authority (with number and date) under which it has been so treated must be indicated and its copy may also be attached.
 - xv. No document will be accepted or considered by the University after submission of application form by the candidate and no subsequent request for its change will be considered or granted.
 - xvi. Any dispute with regard to this recruitment will be subject to the Courts / Tribunals having jurisdiction over Delhi.

2. How to apply: Applicants are required to fill an online Google form whose link shall be provided in the advertisement to be uploaded to the website (<http://tte.dehigovt.nic.in>) of DTTE and newspapers. No other mode of application submission shall be accepted.

I Photograph : One recent passport size photograph in white background with a clear front view of the candidate in normal attire without cap / sunglasses / wigs should be pasted on the application in the space provided and signed by the candidate on the top of the photograph. Photograph date should be mention at the bottom of the photograph.

3.Mode of Selection: Candidates who have been shortlisted after scrutiny of applications will subsequently be called for an interview / Test, whose details will be uploaded on the department website.

4. **Final Decision:** The decision of DSEU in all matters relating to eligibility, acceptance or rejection of the application, penalty for false information and mode of selection will be final, binding on the candidates and no enquiry or correspondence will be entertained by DSEU in this connection. DSEU reserves the right to cancel the candidature of the candidate at any stage of recruitment process and even after the selection / appointment of the candidate, if he / she does not fulfil the conditions specified in the notification.
5. The DSEU reserves the right to rectify inadvertent error, omission, if any.

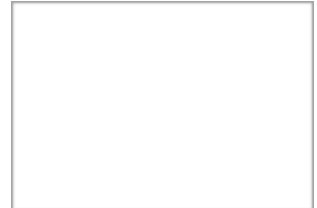
Registrar , DSEU

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**Advt. No. F.1(46)/Review Qualifications &
Experience /WCSC /DTTE/2019**

Dated:



1. Post Applied for

Chief Operating Officers (COO) /Cluster Manager

2. Applied Mode of Recruitment

On Contract Basis

3. Full Name

4. Date of Birth

5. Age (as on closing date)

6. Date of Superannuation

7. Sex

8. Marital Status

9. Nationality

10. Category Gen/SC/OBC/ST

11. (a) Mother's Name

(b) Father's Name

(c) Spouse Name

12. Postal Address for correspondence

(any change of address should be

15. Details of Experience (give particulars in descending chronological order starting with the present post. If space is insufficient, attach separate sheet)

S. No.	Employer	Post Held	Nature of Duties	Pay Scale / Pay band with GP	Basic Pay	Period of Employment (month / year)	
						From	To

16.	<p>In case the present employment is held on deputation basis, please state:-</p> <p>(a) The date of initial appointment (b) Period of appointment on deputation (c) Name of the parent office/ organization to which you belong</p>	
17.	<p>Additional Information, if any, which you would like to mention in support of your suitability for the post.</p> <p>(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement) (Note : Enclose a separate sheet, if the space is insufficient).</p>	
18.	Remarks, if any	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I, further, declare that the information / particulars furnished by me are true and nothing has been hide.

Signature of the Candidate

Date_____

Countersigned

(Employer with Seal)

Duties and Responsibilities

1.The COO will be the Cluster Manager and shall be the overall Operations and Administrative Manager for multiple DSEU campuses.

2.He / She shall be responsible for smooth operations of admission, administration, academics, industry engagement in the campuses and the overall monitoring and reporting activities.