

YOUNG INDIA SKILLS UNIVERSITY TELANGANA
(University established under Act 13 of 2024 by Government of Telangana)

05.02.2025

Applications are invited for the appointment of Non-Teaching staff on Contract basis

Applications are invited from interested candidates for the following positions on contract basis for a period of one year. These positions are purely temporary in nature.

Non-Teaching Positions:

1. Young Professional - One position
2. Programme Assistant – Two Positions

Eligibility Criteria:

1. Young Professional

- Masters Degree in Public Policy, Economics or MBA - from reputed Universities with one year experience in the education/public policy sectors
- Minimum of 1-2 years' experience in the relevant field is essential.

2. Programme Assistant

- Any Bachelors/Master's degree with 1 year experience
- Having experience in University Academics
- Good Communication Skills and Proficiency in ERP/MS Office

Age Limit: Below 30 years

Nature of duties and responsibilities: Young Professional

1. Draft reports, progress updates, policy briefs, and meeting minutes; support Vice Chancellor & Registrar in meeting coordination and follow-ups.
2. Coordinate with industry partners on course content, placement, eligibility, and potential partnerships post-discussion with the Vice Chancellor & Registrar.
3. Ensure that the website is regularly updated and manage coordination of academic/skill courses, following best practices.
4. Organize industrial visits, meetings, and liaise with vendors (transport, materials) for smooth operations.
5. Provide general administrative support and assist in liaising with industries, academic institutions, and service sectors on current and future courses

Programme Assistant

1. Manage the admissions' process to ensure that enrolled students meet the required batch size for each course.

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2. Handling student admissions, registration, attendance tracking, academic advising, and addressing student concerns.
3. Keep track of payments for each course and reconcile them with bank statements for accuracy
4. Address Student needs by communicating requirements in classroom
5. Promoting academic courses through phone calls & other social media platforms.

General Terms and Conditions:

- a) Candidates having desirable experience in educational Institutions like IITs/NITs/CUs/Central or State Universities/reputed Private Universities are encouraged to apply.
- b) Salary is commensurate with the experience, qualification and proven merit
- c) The appointment will be purely on contract basis initially for a period of one year, which can be renewed based on performance.
- d) Contract can be terminated by giving one month notice period by either side or salary in lieu of that.
- e) Prescribed qualifications are minimum and the mere fact that a candidate possesses the same will not entitle him/her to be called for interview. In this regard the decision of the Institute/Screening Committee will be final and no request in this regard for reconsideration etc. will be entertained.
- f) Shortlisted candidates will be informed for interviews through e-mails only.
- g) The Institute reserves the right to restrict the number of candidates for interview to a reasonable limit, on the basis of qualification and experience.
- h) Number of positions may be increased or decreased depending upon the requirements.
- i) The selected candidates will be expected to join within two weeks from the offer of appointment
- j) Age not exceeding 30 years. However, qualifications/experience, age may be relaxed for exceptional candidates.

Application procedure:

Interested candidates may apply on the career page at YISU website. (<https://yisu.in>)

Candidates are requested to pay an application fee of Rs.200/- for submitting the application, by selecting Application fee field in the payment page.

Last date to receive the applications is February 26, 2025. The applications received beyond the last date will not be considered.

There is no need to send hard copy of the application.

Sd/
Registrar In-charge