



Maharashtra State Faculty Development Academy

412-B, Bahirat Patil Chowk, Shivajinagar, Pune- 411016

Email: recruitment@msfda.ac.in

Advt No. 004/2024

Date: 21.08.2024

The Department of Higher and Technical Education, Govt. of Maharashtra has established Maharashtra State Faculty Development Academy (MSFDA) at Pune under Section 8 of Companies Act, 2013 for comprehensive training of teachers of all the Higher and Technical Education Institutions in the State.

Maharashtra State Faculty Development Academy (MSFDA) is inviting applications for the following posts of Centre Coordinator- Centre for Networking. All the positions are to be filled on contractual basis for one year and can be renewed based on the performance of the candidate.

1. Joint Director (1)
2. Centre Head – Centre for Leadership Development (1)
3. Centre Head – Centre for Resources (1)
4. Manager – Accounts (1)

A brief on MSFDA, details of the positions, eligibility criteria and other information and detailed advertisement is available on the website <https://msfda.ac.in/>

The interested applicants are requested to go through the detailed advertisement and follow the instructions therein for applying for the respective posts. Application form along with the requisite documents (Biodata/CV, Assignment) must be sent by email on recruitment@msfda.ac.in by 13th September 2024. Applications received thereafter will not be entertained.

Detailed Advertisement for Recruitment under MSFDA

About MSFDA

The Department of Higher and Technical Education has established Maharashtra State Faculty Development Academy (MSFDA) under Section 8 of Companies Act, 2013 to impart training to the faculty of Higher and Technical Education Institutions of Maharashtra.

The Vision of MSFDA is “Transforming higher educational landscape, through continuous professional development of teachers in Higher Education Institutes (HEIs) of Maharashtra”.

The National Education Policy (NEP) 2020 specifies:

- *“13.1 The most important factor in the success of higher education institutions is the quality and engagement of its faculty.”*

- *“15.1.1 - Teacher education is vital in creating a pool of teachers that will shape the next generation. Teacher preparation is an activity that requires multidisciplinary perspectives and knowledge, formation of dispositions and values, and development of practice under the best mentors. Teachers must be grounded in Indian values, languages, knowledge, ethos, and traditions including tribal traditions, while also being well-versed in the latest advances in education and pedagogy.”*
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MSFDA is in a unique position to influence reforms in the higher education as envisaged by the NEP 2020 by engaging with and motivating the faculty. The focus of trainings and the USP of MSFDA will be development of holistic learning and overall development as a human being. This will be critical for societal change.

USP and Approach of MSFDA

MSFDA will focus on training, incorporating the following key principles and approaches emanating from NEP 2020.

- i. **Experiential learning, creativity and innovation:** The faculty will be encouraged to adopt pedagogies that promote discovery, questioning and experiential learning by the students. This approach, which is also being focused in school education, will enable development of creative individuals who are intelligent, confident, and sensitive and are able to address problems.

- ii. **Learning beyond knowledge:** Besides academic excellence and knowledge of latest advancement in respective disciplines, the trainings will underline that the purpose of higher education is much beyond accumulation of knowledge and employability. Knowledge can lead to intelligence, but by

itself is not intelligence. The educators will be nudged towards appreciating this fact, so that they assume the right roles within the overarching purpose of 'learning'. The HEIs will be encouraged to promote a congenial learning environment, which is free from fear and promotes critical thinking, discussion and co-learning among teachers and students.

- iii. **Multidisciplinary Education:** A multidisciplinary approach will be promoted. The HEIs will be encouraged to recognize and promote creative arts at par with science and management subjects. Also, the training will promote integration with vocational education as envisaged in the NEP 2020 and work towards correcting the social status hierarchy associated with vocational education.
- iv. **Scientific and rational thinking:** The NEP 2020 envisions discovery-based style of learning with emphasis on scientific method and critical thinking. Article 51 of the Constitution inter alia mentions that it shall be the fundamental duty of every citizen to develop scientific temper, humanism and spirit of enquiry and reform. MSFDA will promote training which is focused on rational thinking.
- v. **Networking with practitioners, expert institutions, HEIs:** Recognizing the strength and importance of experiential and hands-on learning, the MSFDA will work as a collaborative institute that will not only provide training to faculty, but will also serve as facilitative platform to connect the HEIs with best practicing individuals, practitioners, institutions, and resources.
- vi. **Diversity and inclusion:** The NEP 2020 has identified limited access and limited teaching in local language as a constraint to achieving the purpose of higher education. It envisions increased access, equity and inclusion in higher education by creating greater opportunities. The MSFDA will promote diversity and inclusion as a non-negotiable fundamental principal in all aspects of higher education. The training accordingly, will focus on sensitizing faculty towards this aspect and skilling them with comprehensive understanding of diversity and inclusion and also providing them with appropriate frameworks to implement in their respective institutions.

There are six Centers in MSFDA to carry out trainings/work in their respective areas. Each Centre is managed by a **Centre Head** assisted by a Program Coordinator and a Program Assistant.

The six centers are:

- **Centre for Multi-disciplinary curriculum & pedagogy:** This Centre carries out trainings in learning opportunities with a multi-disciplinary approach. In line with the NEP, 2020, the Centre enables institutions and faculty to provide open, creative, and critical learning opportunities by inter-connecting various streams of arts and science. It plans and executes trainings and modules in multi-disciplinary curriculum & pedagogy and builds capacity of the faculty and institutions to be able to conduct such courses and adopt such pedagogy in their institution. The Centre focuses on development and promotion of creative IT based tools to promote experiential learning as part of pedagogy.

- **Centre for Leadership Development:** This Centre focuses on training of senior faculty of HEIs who are in leadership positions or are likely to assume leadership positions. The various aspects of NEP, 2020 are discussed with them and they are motivated to translate the policy features into actuality within their institutions. Modules on ethical leadership are held in collaboration with expert organizations. The Centre also works towards development of leadership traits in students.
- **Centre for Inclusion & Diversity:** The Centre sensitizes the faculty, students and HEIs to diversity and inclusion as a non-negotiable value. It operates as a cross-cutting theme and design and plan training programs to encourage HEIs to build a conducive environment for students from diverse backgrounds to be able to access and enroll in their courses. It also networks with specialized organizations/individuals to enrich the trainings in this field.
- **Centre for Innovation & Cutting-edge technology:** The Centre fosters innovation culture in HEIs. It will develop tools and methodologies to nurture innovation, incubation and entrepreneurial ecosystem and impart trainings in this field. It focuses on research and analysis and strengthen the participant's understanding as an entrepreneur, leader and/or explorer in new fields and ideas. It also focuses on contemporary development in the various subject domains. In the disruptive age the shelf life of skills is reduced drastically. The Centre develops creative interventions to impart future ready skills for bridging the skill gap.
- **Centre for Resources:** The Centre will be developed as a studio hosting a library, an audio-visual room, a performance space with required technical and other resources and provision for regular updating of resources like books, journals, periodicals, films, audio files, etc. It will endeavor to become a one-stop Centre for information pertaining to best online/offline resources. It will be an active space that will hosts events, debates/discussions, shows, film screenings, musicals, readings, exhibitions etc. The Center will be responsible for administering and running online programs on the LMS and other online programs in collaboration with other internal Centres.
- **Centre for Evaluation and Assessment:** This Centre undertakes need assessment, capacity building programs and other initiatives to support and strengthen assessment & evaluation processes and methods in Higher Education Institutions (HEIs). In line with National Education Policy 2020, the Centre enables institutions and faculty to design, introduce methods and tools for qualitative, quantitative, project & practice-based, individual and/or group based various formats of assessment and evaluation. It plans and execute training, design modules in assessment and evaluation pedagogy and skills. It supports and guides faculty and institutions to design and conduct similar courses and adopt pedagogy in their institution.

Important information for applicants

- The MSFDA is a prestigious State-level training Academy for faculty of all the Higher Education Institutes in the State of Maharashtra. The manpower that is to be recruited for this prestigious Academy therefore must be outstanding and of a very high capability and stature, possessing the traits that have been mentioned against the respective positions in the table below (See Eligibility criteria).
- Candidates are therefore advised to go through the eligibility conditions carefully. They should not feel that merely possessing the educational qualification required for a particular role makes them eligible to apply for the same. Specific traits required for each particular position have been mentioned that are essential requirements for that role.
- A candidate who feels that besides the requisite educational qualification and experience, he/she also possesses all those traits to make him/her suitable for a State Level position in this prestigious Academy only should apply, so that time of the Selection Committee or his/her own time is not wasted.

Positions for recruitment, Job Description, Eligibility criteria and Job type

Position: Joint Director

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| Role & Responsibilities | <p>The Joint Director shall be responsible, under the overall guidance of the Executive Director, for:</p> <ul style="list-style-type: none">• Demystifying the vision and objectives of the academy to the team• Conceptualizing and strategizing processes related to the overall purpose of the academy• Visualizing the organization structure for smooth implementation of the programs• Providing necessary inputs for assessment, planning and execution of training programs• Being able to guide the program team to articulate vision, plan and execute courses/modules/programs• Establish connections with people and organizations trying out innovative and pedagogical practices in the field of learning• Connecting with the universities, institutions of higher learning in the state and the country to learn and understand the higher education landscape• Use this understanding to design the courses in the organization and build the teams for its delivery |
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| | <ul style="list-style-type: none"> • Coordination with the Government institution, regulating authorities in the education space for devising strategies to design intervention for the colleges/ universities • Coordinate efforts to understand the needs of various levels of staff (resources) in the universities in view of delivering the vision as mentioned in the NEP • Oversee and coordinate research/ study relating to various aspects of NEP |
| Eligibility Criteria | <ul style="list-style-type: none"> • A person passionate and knowledgeable about education and learner-centered approach in learning. Also, the person needs to have an understanding of interconnectedness of learning with human values and sustainability and ability to guide team and visualize suitable training programs for the same. Rich experience of engagement with young people from diverse backgrounds will be preferred. • Post Graduate in any discipline with traits mentioned above • Work experience of minimum 15 years at the senior management level • Proven experience in program management, designing modules & facilitating trainings • Having a good understanding of social and aspirational issues of youth, learning pedagogy, arts and creative streams • Having critical abilities to be able to understand policies, articulate vision and translate it into action points for implementation • Ability to work in a collaborative and participatory manner thereby guiding team members to be able to connect the activities and plan to the larger vision of the programme |
| Job type | <ul style="list-style-type: none"> • Contractual, full-time • Term : 1 Year; Renewal subject to performance • Pay Scale : Rs 1,75,000 – Rs 2,50,000 per month commensurate with experience and role fit |

Centre Head - Centre for Leadership Development

Scope of the Centre: This Centre will focus on capacity building of senior faculty of higher education institutes (HEIs) who are in leadership positions or are likely to assume leadership positions. The various aspects of NEP, 2020 will be discussed with them and they will be motivated to translate the policy features into actuality within their institutions.

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| <p>Roles and Responsibilities</p> | <p>The Centre Head - Centre for Leadership Development shall be responsible for:</p> <ul style="list-style-type: none"> • Preparing and updating the scope of the Centre • Conceptualizing and strategizing processes plans to reach out and promote leadership development amongst senior faculty/leaders of HEIs • Coordinate and cooperate with other Centers to build and strengthen interconnectedness • Update the Academy with most recent innovations in thought and courses pertaining to leadership • Develop a calendar of courses/modules for the year and execute the same across the State • Coordinate with various HEIs and Universities to undertake such courses • Networking with expert individuals/organizations/institutes • Financial Management of Centre • Developing Resource depository of the Centre • Monitoring & Evaluation of the training programs |
| <p>Eligibility Criteria</p> | <ul style="list-style-type: none"> • Post Graduate in any discipline • Minimum five years of work experience • Knowledge and experience of conducting programs in leadership • Having a good understanding of leadership traits • Having critical abilities to be able to establish and impress upon the need for leadership in HEIs • Ability to work in a collaborative and participatory manner thereby guiding team members to be able to connect the activities and plan the larger vision of the program |
| <p>Job type</p> | <ul style="list-style-type: none"> • Contractual, full-time |
| | <ul style="list-style-type: none"> • Term: 1 Year; Renewal subject to performance • Pay Scale: Rs 1,00,000 – 1,50,000 per month commensurate with experience and role fit |

Centre Head – Centre for Resources

Scope of the Centre: The Centre for Resources will be developed as:

A. A repository of knowledge resources including but not restricted to:

- a library of books, journals, periodicals, films, podcasts, etc.
- Academic resources including links to articles, research papers, websites, resource material shared by SMEs
- A one-stop space for information about online/offline resources.
- An active space for creative expression in the form of /discussions, film screenings, musical performances, readings, exhibitions etc.

B. An across-Centre facilitator of academic programs that will include but may not be restricted to:

- Blended (online + offline) programs
- On-site programs
- Online programs

Roles and Responsibilities

The Centre Head - Resources shall be responsible for:

Growing Knowledge Resources:

- Setting up and upgrading the Resource Centre
- Procuring, documenting and maintaining various knowledge resources
- Continuous updating of knowledge resources
- Facilitating diverse creative expressions such as the performing arts, discussion, and discourse

Mentoring and leading the Centre for Resources Team

- Mentoring the team assigned to the Resource Centre
- Monitoring the processes carried out under the center

Coordinating tasks across Centers and Verticals:

- Coordinating with other Centers to build and strengthen interconnectedness
- Financial management of Centre
- Facilitating programs in collaboration with other centers in MSFDA either as primary or secondary collaborator

Conducting Academic Programs:

- Developing a calendar of activities, events, campaigns, and programs for the year
- Monitoring & evaluating capacity building programs of faculty in the online, offline, and blended categories

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| | <ul style="list-style-type: none"> • Coordinating with MSFDA’s partner organizations, HEIs, and internal Centers to design and facilitate programs such as Faculty Induction Programs and Saksham in a face to face or blended format (online plus offline) • Taking responsibility for administering and running online programs on the LMS and other online programs in collaboration with other internal Centers • Financial management of Centre • Monitoring & Evaluation of the training programs |
| Eligibility Criteria | <ul style="list-style-type: none"> • Masters in any discipline • Minimum five years of work experience • Proven experience in designing, planning and implementing training programs in the online, offline, and blended categories • A person who has keen interest in planning, strategizing and executing programs, interactive sessions, events, workshops using a range of media • Having critical abilities to bring in values of participation, collaboration and cooperation in the Resource Center |
| Job type | <ul style="list-style-type: none"> • Contractual, full-time • Term: 1 Year; Renewal subject to performance • Pay Scale: Rs 1,00,000 – Rs 1,50,000 per month commensurate with experience and role fit |

Manager- Accounts

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| Role & Responsibilities | <p>Manager - Accounts will work under the overall supervision of Deputy Director - Finance and will be responsible for:</p> <ul style="list-style-type: none"> • Providing all required advice and information about Company’s obligations under Company Act, and Rules thereto, guidance on maintenance of various records, statutory requirements, drafting of notice agenda and minutes of meetings • Coordinate with staff members working in Accounts to ensure consistent service • Managing and overseeing the daily operations of the accounts department • Monitoring and analysing accounting data and produce financial reports or statements |
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| | <ul style="list-style-type: none"> • Establishing and enforcing proper accounting methods, policies and principles • Preparation of Budget and related provisions • Audit clarification and explanation, preparing notes for audit clarification, explanation etc. • Preparation for internal and external audit |
| Eligibility Criteria | <ul style="list-style-type: none"> • Post graduate in Commerce/CA/ICWA or any related discipline with minimum 07 years' experience in Accounting as Manager, Accounting supervisor or Finance Manager • A person knowledgeable about company accounts with a rich experience of preparing, keeping books of Accounts, financial obligations etc. independently, and able to guide the team in financial matter • Advanced computer skills on MS Office, Tally, other accounting software and databases • Knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations especially of Section 8 Company • Having knowledge of various tax laws and provisions thereto, with briefing about the processes and compliances, and filings to be done there under • Having knowledge of applicability of various commercial laws, labour laws and provisions there under, includes banking, payroll management, fund management, maintenance of accounting records and applicable accounting standards, GRs relating to finance and funds management and procurement practices etc. • In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria. |
| Job type | <ul style="list-style-type: none"> • Contractual, full-time • Term: 1 Year; Renewal subject to performance • Pay Scale: Rs.75,000 plus per month to commensurate with experience and role fit |

4. **Process of application**

- a. The Candidates who consider themselves eligible are required to send the following by email on recruitment@msfda.ac.in by **13th September, 2024**
- i. **Curriculum Vitae:** A detailed Curriculum Vitae is to be submitted. It must be signed by the candidate. Scanned documents to support educational qualification, experience and other relevant information such as References may be attached. Any false information submitted will make the application liable for rejection. Bio-data/CV must include the following
- Position applied for (This must be at the top of Curriculum Vitae)
 - Date of Birth
 - Mobile Number
 - Email
- ii. **Statement of Purpose:** The applicants have to submit an assignment in **750-1500 words** on the topic:

“Please elaborate at least five area of work which you will prioritize, if you were selected for the applied position”

Statement of Purpose (SOP) can be both handwritten and then scanned or it can be typed. It can be written in Marathi, Hindi or English.

Important Timeline

The Biodata/CV and Statement of Purpose must be sent by email on recruitment@msfda.ac.in by **13th September 2024**. Each document must be carefully captioned. Offline applications will not be entertained.

Eligible candidates will receive an intimation about the date and time of the interview by email. Only those candidates who receive email invitation for an interview will have to remain present at their own expense for the Interview with all documents supporting their credentials. Interview will be held at Maharashtra State Faculty Development Academy, 412-B, Bahirat Patil Chowk, Shivajinagar, Pune. Receiving an invitation for interview gives no right or claim for selection for the said post.

Only such candidate will be selected who in the opinion of the Committee meets the desired criteria/possesses the requisite traits and can give justice to the role. If no such candidate is found then the Committee reserves the right to re-advertise the post.