



**Maharashtra State  
Faculty Development Academy**

**Recruitment Advertisement for the post of:**

- 1. Joint Director**
- 2. Manager- Academics and Training**
- 3. Centre Head – Assessment and Evaluation**
- 4. Centre Head- Leadership Development**
- 5. Centre Head- Resources**

The Department of Higher and Technical Education, Govt. of Maharashtra has established Maharashtra State Faculty Development Academy (MSFDA) at Pune. MSFDA is a Section 8 company registered under the Companies Act, 2013 incorporated for imparting comprehensive training and capacity building of the faculty of all the Higher and Technical Education Institutions in the State.

Maharashtra State Faculty Development Academy (MSFDA) is inviting applications for the following posts:

1. Joint Director
2. Manager- Academics and Training
3. Centre Head – Assessment and Evaluation
4. Centre Head- Leadership Development
5. Centre Head- Resources

All the positions are to be filled on contractual basis for one year and can be renewed based on the performance of the candidate.

Interested applicants are requested to go through the detailed advertisement and follow the instructions therein for applying for the respective post. The job application along with the requisite documents must be sent by email on [recruitment.msfd@gmail.com](mailto:recruitment.msfd@gmail.com) by 25<sup>th</sup> April 2025.

Shortlisted applicants will receive an invitation for the interview. Shortlisted applicants will be informed through email about the schedule of the interview.

**Note: Candidates who were shortlisted for the interview round in September 2024 are not required to apply again. They will be informed about the schedule of interview by email.**

## **Detailed Advertisement for Recruitment under MSFDA**

### **1. 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.”*

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, 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 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 sensitising 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 Centres in MSFDA to carry out the trainings /work in their respective areas. Each Centre is managed by a **Centre Head** assisted by an Administrative Assistant. The six Centres are:

- (a) **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 will enable institutions and faculty to provide open, creative, and critical learning opportunities by inter-connecting various streams of arts and science. It will plan and execute trainings and modules in multi-disciplinary curriculum & pedagogy and build 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.
- (b) **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 will be discussed with them and they will be motivated to translate the policy features into actuality within their institutions. Modules on ethical leadership will be developed in collaboration with expert organizations. The Centre also works towards development of leadership traits in students.

- (c) **Centre for Inclusion & Diversity:** The Centre tries to sensitize the faculty, students and HEIs towards diversity and inclusion as a non-negotiable value. It will operate as a cross-cutting theme and design and plan training programmes to encourage HEIs to build a conducive environment for students from diverse backgrounds to be able to access and enroll in their courses. It will also network with specialized organisations/individuals to enrich the trainings in this field.
- (d) **Centre for Innovation & Cutting-edge technology:** The Centre fosters an innovation culture in HEIs. It will develop tools and methodologies to nurture innovation, incubation and the entrepreneurial ecosystem and impart trainings in this field. It will focus on research and analysis and strengthen the participant's understanding as an entrepreneur, leader and/or explorer in new fields and ideas. It will also focus on contemporary development in the various subject domains. In the disruptive age the shelf life of skills is reduced drastically. The Centre will develop creative interventions to impart future ready skills for bridging the skill gap.
- (e) **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 learning resources. It will tie up and compile the existing resources/ online platforms for guidance of trainees/ participants who will visit the Centre. It will be an active space that will hosts events, debates/discussions, shows, film screenings, musicals, readings, exhibitions etc. for not only the faculty but also the students, thus also becoming a hub for traditional, modern, digital and other forms of creative expression. The Centre will play an active role in the development of the Learning Management System and developing content for it so that the training programs of MSFDA can be attended online from any remote location of the state.
- (f) **Centre for Networking:** The Centre will build a strong network of academicians, practitioners, organisations and institutions that can bring in expertise that is best desired for education of young people. It will act as a platform to allow sharing and exchange of latest development in terms of thought, skill, technology in various arts and science streams as well as learning pedagogy. The Centre will, thus, support other Centres as well as HEIs for designing of appropriate modules and courses. It will take the lead in creating opportunities and avenues for student internships, fellowships, apprenticeships, placements and any other form of association to learn and practice by-hand on the field.

## **2. Important information for applicants**

1. The MSFDA is a prestigious State-level training Academy catering to all the Higher Education Institutes in the State of Maharashtra. The manpower that is to be recruited for this Academy therefore must be outstanding and of a very high capability and stature. Applicants should possess the traits that are mentioned against the respective positions in the table below (See Eligibility criteria).
2. 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.
3. 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 should only apply, so that the time of the Selection Committee and applicant is not wasted.

## **3. Positions for recruitment, Job Description, Eligibility criteria and Job type**

<b>Position: Joint Director</b>	
<b>Role &amp; Responsibilities</b>	<p>The Joint Director shall be responsible, under the overall guidance of the Executive Director, for:</p> <ul style="list-style-type: none"><li>• Demystifying the vision and objectives of the academy to the team</li><li>• Conceptualizing and strategizing processes related to the overall purpose of the academy</li><li>• Visualizing the organization structure for smooth implementation of the programmes</li><li>• Providing necessary inputs for assessment, planning and execution of training programmes</li><li>• Being able to guide the programme team to articulate vision, plan and execute courses/modules/programmes</li><li>• Establish connect with people and organisations trying out innovative and pedagogical practices in the field of learning</li><li>• Ready to travel extensively for smooth functioning of Sub-Centres and departmental meetings</li></ul>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"><li>• A person passionate and knowledgeable about education and a learner-centred approach in learning.</li></ul>

	<p>Also, the person needs to have an understanding of the interconnectedness of learning with human values and sustainability and the ability to guide the team and visualize suitable training programmes for the same. Rich experience of engagement with young people from diverse backgrounds will be preferred.</p> <ul style="list-style-type: none"> <li>• Post Graduate in relevant disciplines (education, management, public administration, etc.) with traits mentioned above</li> <li>• Have strong experience of working closely with the Department of Higher and Technical Education, Directorate of Higher Education/ Technical Education, and all the State Universities.</li> <li>• Experience of working with the Ministry of Education and Vice-Chancellors of State Universities will be an added advantage for this position.</li> <li>• Work experience of a minimum 13 years at the senior management level.</li> <li>• Proven experience in the administration of training programme management &amp; facilitating programmes, knowledge of government grants and functioning of a section 8 company is a must.</li> <li>• Having a good understanding of social and aspirational issues of youth, learning pedagogy, arts and creative streams</li> <li>• Having critical abilities to be able to understand policies, articulate vision and translate it into action points for implementation</li> <li>• 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</li> <li>• In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria.</li> </ul>
<b>Job type</b>	<ul style="list-style-type: none"> <li>• Contractual, full-time</li> <li>• Term : 1 Year; Renewal subject to performance</li> <li>• Pay Scale : Rs 1,75,000 – Rs 2,50,000 per month commensurate with experience and role fit</li> </ul>

<b>Position: Manager - Academics &amp; Training</b>	
<b>Role &amp; Responsibilities</b>	<p>The Manager, Academics &amp; Training, shall work under the guidance of the General Manager, Academics and Training and will be responsible for:</p> <ol style="list-style-type: none"> <li><b>1. <u>Operations and Administration of Academic Centres and FDPs</u></b> <ol style="list-style-type: none"> <li><b>1.1: New/Proposed Programs:</b> Work closely with GM Academics and Centre Head to:               <ol style="list-style-type: none"> <li>a. Conduct a Learning Needs Analysis for proposed programs</li> <li>b. Review the program objectives, content, flow, and assessment techniques</li> <li>c. Identify/ on-board resource persons and set expectations about interactive, participant-centred content delivery</li> <li>d. Draft the MoU as per MSFDA’s norms and the partner’s requirements</li> <li>e. Review the program’s pilot run and recommend modifications as needed</li> </ol> </li> <li><b>1.2: Current programs:</b> Work closely with respective Centre Heads to:               <ol style="list-style-type: none"> <li>a. Set annual FDP calendars of all Centres with consideration to guidelines</li> <li>b. Set systems and schedules for timely program reviews</li> <li>c. Recommend modifications in programs (content and delivery) if necessary</li> <li>d. Support Centre Heads with problem resolution in daily operations</li> <li>e. Support the process of participant enrolment in programs</li> <li>f. Participate in team review meetings with GM, Academics</li> <li>g. Travel to program venues and attend programs with a view to making them more effective</li> </ol> </li> </ol> </li> <li><b>2. <u>MSFDA’s Digital Presence and Online Programs:</u></b> <ol style="list-style-type: none"> <li>a. Support the creation of MSFDA’s website and LMS Content</li> <li>b. Facilitate the creation and review of online programs</li> </ol> </li> </ol>



	<p><b>3. <u>Documentation Processes:</u></b></p> <ul style="list-style-type: none"> <li>a. Maintain and analyze data required for operations and for Board meetings</li> <li>b. Collate and monitor monthly reports by Centres and discuss findings with Centre teams during review meetings</li> <li>c. Work with Admin and Finance teams for effective notings and documentation</li> </ul> <p><b>4. <u>Guiding the Academics and Training team:</u></b></p> <ul style="list-style-type: none"> <li>a. Guiding, mentoring, and supervising the Program Coordinator and Program Assistant assigned to the Academics team</li> </ul> <p>General Responsibilities include:</p> <ul style="list-style-type: none"> <li>a. Preparing reviewing and updating the training scope of each Centres</li> <li>b. Responsible for coordination with sub-centres at universities for facilitating reviewing, monitoring delivery of the programs and sub-centres</li> <li>c. Developing and integrating training calendars of all Centres and sub-centres</li> <li>d. Developing a program review and evolution mechanism</li> <li>e. Conceptualising and strategising processes &amp; plans to reach-out and promote faculty development programs with higher education institutions (HEIs)</li> <li>f. Coordination and cooperation with other similar faculty development organisations to foster cooperation</li> <li>g. Identifying and onboarding resource persons/ subject experts and reviewing their performance</li> <li>h. Monitoring &amp; Evaluation of training programs</li> </ul>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>a. A person passionate about working in the area of capacity building, appreciates the scope and importance of faculty training and has an understanding of higher education sector</li> <li>b. A person who has knowledge and experience in strategising, planning and executing diverse kinds of training programmes that enhance student's learning experience</li> <li>c. Postgraduate in disciplines related to training and human development that are commensurate with the job profile</li> </ul>

	<ul style="list-style-type: none"> <li>d. A person with experience of conducting capacity building programs in the higher education sector will be preferred</li> <li>e. Minimum 7 years proven work experience in the area of training and development</li> <li>f. Having a good understanding of critical learning pedagogy</li> <li>g. Ability to work in a collaborative and participatory manner</li> <li>h. Knowledge and experience of introducing various creative streams and designing modules to enhance participation of faculty members</li> <li>i. Knowledge and experience of planning, strategising and executing programs and courses that facilitate creative learning opportunities for young people</li> <li>j. In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria.</li> </ul>
<b>Job type</b>	<ul style="list-style-type: none"> <li>• Contractual, full-time</li> <li>• Term: 1 Year; Renewal subject to performance</li> <li>• Pay Scale: Rs. 1,00,000 to Rs. 1,50,000 per month to be commensurate with experience and role fit</li> </ul>

<b>Position:</b> Centre Head - Centre for Leadership Development	
<b>Scope of the Centre:</b> 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.	
<b>Roles and Responsibilities</b>	<p>The Centre Head - Centre for Leadership Development shall be responsible for:</p> <ol style="list-style-type: none"> <li>Preparing and updating the scope of the Centre</li> <li>Conceptualizing and strategizing processes plans to reach out and promote leadership development amongst senior faculty/leaders of HEIs</li> <li>Coordinate and cooperate with other Centers to build and strengthen interconnectedness</li> <li>Update the Academy with the most recent innovations in thought and courses pertaining to leadership</li> <li>Develop a calendar of courses/modules for the year and execute the same across the State</li> <li>Coordinate with various HEIs and Universities to undertake such courses</li> <li>Networking with expert individuals/ organizations/ institutes</li> <li>Financial Management of Centre</li> <li>Developing Resource depository of the Centre</li> <li>Monitoring &amp; Evaluation of the training programs</li> </ol>
<b>Eligibility Criteria</b>	<ol style="list-style-type: none"> <li>Post Graduate in any discipline</li> <li>Minimum five years of work experience in domain of training and capacity building</li> <li>Knowledge and experience of conducting programs for leadership positions especially for the faculty working in Higher Education institutions</li> <li>Having a good understanding of leadership traits</li> <li>Having critical abilities to be able to establish and impress upon the need for leadership in HEIs</li> <li>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</li> <li>In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria.</li> </ol>
<b>Job type</b>	<ul style="list-style-type: none"> <li>Contractual, full-time</li> </ul>
	<ul style="list-style-type: none"> <li>Term: 1 Year; Renewal subject to performance</li> <li>Pay Scale: Rs 1,00,000 – 1,50,000 per month commensurate with experience and role fit</li> </ul>

**Position:** Centre Head - 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
- Coordinating with MSFDA's partner organizations, HEIs, and internal Centers to design and facilitate programs such as Faculty Induction

	<p>Programs and Saksham in a face to face or blended format (online plus offline)</p> <ul style="list-style-type: none"> <li>• Taking responsibility for administering and running online programs on the LMS and other online programs in collaboration with other internal Centers</li> <li>• Financial management of Centre</li> <li>• Monitoring &amp; Evaluation of the training programs</li> </ul>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>a. Masters in any discipline</li> <li>b. Minimum five years of work experience</li> <li>c. Proven experience in designing, planning and implementing training programs in the online, offline, and blended categories</li> <li>d. A person who has keen interest in planning, strategizing and executing programs, interactive sessions, events, and workshops using a range of media</li> <li>e. Having critical abilities to bring in values of participation, collaboration and cooperation in the Resource Center</li> <li>f. In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria.</li> </ul>
<b>Job type</b>	<ul style="list-style-type: none"> <li>• Contractual, full-time</li> <li>• Term: 1 Year; Renewal subject to performance</li> <li>• Pay Scale: Rs 1,00,000 – Rs 1,50,000 per month commensurate with experience and role fit</li> </ul>

**Position:** Centre Head - Centre for Evaluation and Assessment

**Scope of the Centre:**

This Centre undertakes the need assessment, capacity building programmes 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 will enable 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 will plan and execute training design modules in assessment and evaluation pedagogy and skills. It will support and guide faculty and institutions to design and conduct similar courses and adopt pedagogy in their institution. The Centre will also introduce the scope and use of digital technologies in assessment and evaluation.

<b>Roles and Responsibilities</b>	<ul style="list-style-type: none"> <li>a. The Centre Head - Resources shall be responsible for:</li> <li>b. Preparing and updating the scope of the Centre</li> <li>c. Conceptualising and strategising processes, plans to reach out and introduce approaches in assessment and evaluation in HEIs.</li> <li>d. Coordinating and cooperating with other MSFDA Centres to build and strengthen interconnectedness and learning centred approach</li> </ul>
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	<ul style="list-style-type: none"> <li>e. Updating institutions and academia with the most recent developments in approaches, methods/tools related to assessment and evaluation</li> <li>f. Developing a calendar of courses/modules/trainings related to Assessment and evaluation and execute the same across the State</li> <li>g. Coordinating with various Universities and HEIs to adopt and streamline qualitative, quantitative, practice-based, individual and/or group assessment and evaluation of students</li> <li>h. Networking with expert individuals/ organisations/ institutes related to learning-centred assessment and evaluation</li> <li>i. Maintaining all necessary data and records including but not limited to training programmes</li> </ul>
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"> <li>a. A person who can appreciate the scope and importance of reforms in HEIs and further highlight the need for learning centred assessment and evaluation. A person who can plan, strategise and execute programmes &amp; courses on learning centred assessment and evaluation.</li> <li>b. Postgraduate in education/learning and assessment pedagogy/ research or any related discipline with a minimum five years of experience in the field of education.</li> <li>c. Proven experience in designing, planning and implementation of modules and courses, creatively.</li> <li>d. Having a critical understanding of learning centred assessment and evaluation pedagogy and approaches.</li> <li>e. Having the ability to establish the relevance and importance of learning centred assessment and evaluation related to various domains in higher education.</li> <li>f. Ability to work in a collaborative and participatory manner thus adding value to the larger vision of quality and meaningful education.</li> <li>g. In exceptional circumstances, the Search cum Selection committee reserves right to relax the eligibility criteria.</li> </ul>
<b>Job type</b>	<ul style="list-style-type: none"> <li>• Contractual, full-time</li> <li>• Term: 1 Year; Renewal subject to performance</li> <li>• Pay Scale: Rs 1,00,000 – Rs 1,50,000 per month commensurate with experience and role fit</li> </ul>

#### 4. **Process of application**

The Candidates who consider themselves eligible are required to send the following documents by email on [recruitment@msfda.ac.in](mailto:recruitment@msfda.ac.in) by 25<sup>th</sup> April 2025

i. **Curriculum Vitae:** A detailed Curriculum Vitae is to be submitted. Scanned documents to support educational qualification, experience and other relevant information 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 CV)
- Mobile Number
- Email

ii. **Statement of Purpose:** The applicants have to submit an assignment in **750-1500 words** elaborating 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](mailto:recruitment@msfda.ac.in) by **25<sup>th</sup> April 2025**. 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 of invitation for an interview will have to remain present for the interview at their own expense, with all documents supporting their credentials. Interviews will not be conducted online, all the shortlisted candidates have to remain present physically for the interview. Receiving an invitation for the interview gives no right or claim for selection for the said post.

Only such candidates will be selected who in the opinion of the Committee meet 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. Obtaining the highest marks in the interview and the written exam gives no right or claim for selection.

**Note: Candidates who were shortlisted for the interview round in September 2024 are not required to apply again. They will be informed about the schedule of interview by email.**