



Grade 'A' by NAAC & Category 'A' by MHRD

JAIN VISHVA BHARATI INSTITUTE

Ladnun-341306, Rajasthan Deemed University

Advt. No.: JVBI/REG/2024-25/330

Dated: 27-12-2024

VACANCIES

TEACHING

PROFESSOR • Jainology-1 • Yoga and Science of Living-1
• Nonviolence and Peace Studies-1

ASSOCIATE PROFESSOR • Jainology-1

ASSISTANT PROF.: • Geography-1 • Education (English-1)
• Principal, Acharya Kalu Kanya Mahavidyalay-1

NON-TEACHING

- Registrar-1 • Director, Distance and Online Education-1
- Assistant Finance Officer-1 • Assistant Accountant-1
- Administrative Officer (Naturopathy Centre)-1
- Housekeeping Supervisor for Naturopathy Centre-1
- Therapist for Naturopathy Centre - Female-2, Male-2
- Office Superintendent / Section Officer-1 • Library Assistant-2
- Software & Web Developer-1 • Multimedia Content Developer-1 • Lower Division Clerk-1

Last Date to Apply: January 15, 2025

For details, visit the Institute's website <https://jvbi.ac.in>.

Application Forms can be downloaded from the Institute website and the duly filled in application should be submitted latest by 15th January 2025, either by post or by e-mail at "jvbiladnun@gmail.com".

Website: <https://jvbi.ac.in> | Email: jvbiladnun@gmail.com



JAIN VISHVA BHARATI INSTITUTE (DEEMED-TO-BE UNIVERSITY)
LADNUN-341306, Rajasthan

NAAC Accredited Grade 'A' University

JVBI/REG/2024-25/330

Date: 27-12-2024

ADVERTISEMENT

Applications are invited for the following vacant positions:

| Department/Office | Nature of Position | No. of Vacancy | Nature of Post |
|---|---|-----------------------|-----------------------|
| Jainology & Comparative Religion and Philosophy | Professor | 01 | Contractual |
| Nonviolence & Peace | Professor (Peace Studies) | 01 | Contractual |
| Yoga & Science of Living | Professor (Physiology/Psychology) | 01 | Contractual |
| Jainology & Comparative Religion and Philosophy | Associate Professor | 01 | Contractual |
| Education (English) | Assistant Professor | 01 | Contractual |
| Acharaya Kalu Kanya Mahavidyalaya (Geography) | Assistant Professor | 01 | Contractual |
| Acharaya Kalu Kanya Mahavidyalaya (Constituent College) | Principal | 01 | Contractual |
| Administration | Registrar | 01 | Contractual |
| Center for Distance and Online Education | Director | 01 | Contractual |
| Account Section | Assistant Finance Officer | 01 | Contractual |
| Account Section | Assistant Accountant | 01 | Contractual |
| Naturopathy Centre | Administrative Officer | 01 | Contractual |
| Naturopathy Centre | Housekeeping Supervisor | 01 | Contractual |
| Naturopathy Centre | Medical Assistant / Therapist (Male) | 02 | Contractual |
| Naturopathy Centre | Medical Assistant / Therapist (Female) | 02 | Contractual |
| Administration | Office Superintendent / Section Officer | 01 | Contractual |
| Central Library | Library Assistant | 02 | Contractual |
| Information Technology | Software & Web Developer | 01 | Contractual |
| Information Technology | Multimedia Content Developer | 01 | Contractual |
| Administration | LDC | 03 | Contractual |

For details, please visit the Institute's **website <https://jvbi.ac.in>**. Application Forms can be downloaded from the Institute website and the duly filled in application should be submitted latest by **15th January 2025**, either by post or by e-mail at "jvbiladnun@gmail.com".

(Dr. Ajay Pal Kaushik)
Registrar



JAIN VISHVA BHARATI INSTITUTE (DEEMED-TO-BE UNIVERSITY)

LADNUN-341306, Rajasthan

NAAC Accredited Grade 'A' University

EMPLOYMENT NOTICE

Jain Vishva Bharati Institute (Deemed-to-be University), Ladnun, Rajasthan, an 'A' accredited University by the NAAC, invites applications from Indian nationals for filling up the following vacant positions:

TEACHING POSITIONS ON A CONTRACTUAL BASIS

- ❖ **Professor in Jainology and Comparative Religion & Philosophy (1); Yoga & Science of Living (Physiology/Psychology) (1); Non-violence and Peace Studies (1) (Total-3)**

Essential Qualifications:

- An eminent scholar having a Ph.D. degree in the relevant discipline and published work of high quality, actively engaged in research with evidence of published work with a minimum of 25 research publications in peer-reviewed or UGC-listed journals.
- At least ten years of teaching experience in a University/College as an Associate Professor/Professor, and/or research experience at an equivalent level at the University/National Level Institutions with evidence of having successfully guided doctoral candidates.
- Retired persons may also apply and knowledge of English is preferable.
- Compensation shall be negotiable and the same shall be no constraint for good scholars. In addition, rent-free unfurnished accommodation shall be made available on the Campus.

- ❖ **Associate Professor in Jainology and Comparative Religion & Philosophy (1)**

Essential Qualifications:

- A good academic record with a Ph.D. Degree in the relevant disciplines.
- A Master's Degree with at least 55% marks (or an equivalent grade on a point-scale, wherever the grading system is followed).
- A minimum of eight years of experience in teaching and/or research in an academic/research position equivalent to that of an Assistant Professor in a University, College or Accredited Research Institution/industry with a minimum of ten publications in the peer-reviewed or UGC-CARE listed journals.
- Proficiency in English will be preferred.

❖ **Assistant Professor in Geography (1); Education (English) (1) (TOTAL-2)**

Essential Qualifications:

- A Ph.D. Degree in regular mode from a recognized institution in India or abroad.
OR
Cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR.
- Postgraduate Degree from a recognized institution with good academic record minimum 55% marks in the relevant programs of studies (or an equivalent grade in a point-scale) in concerned/relevant/allied subject.
- Minimum 5 to 10 years of teaching experience at the undergraduate/postgraduate level.
- Candidate with a strong academic record, including quality publications and substantial research experience, will be given preference.
- A good academic record (Quality Publications and Research Experience) shall be given preference.

❖ **Principal, Acharaya Kalu Kanya Mahavidyalaya (Constituent College) (1)**

- A Ph.D. Degree in relevant discipline(s) with evidence of published work (15 publications in peer reviewed journals) and research guidance.
- Associate Professor/Professor with a total experience of fifteen years teaching/research/administration in Universities, Colleges and other Institutions of Higher Education.
- Experience of working with digital technologies and proficiency in English.

NON-TEACHING POSTS ON A CONTRACTUAL BASIS

❖ **Registrar (1)**

Essential Qualifications:

- Master's Degree with minimum 55% marks from a recognized institution.
- At least 15 years of administrative experience in a University, in a senior leadership role.
- Proficiency in modern administrative and management practices.
- Deep understanding of the Indian Higher Education System, including policies, acts, and guidelines of the University Grants Commission (UGC), Ministry of Education, and other regulatory bodies, along with expertise in the National Education Policy (NEP), Accreditation frameworks like NAAC, NIRF etc.
- Experience in handling Legal matters related to academic and institutional administration, financial and resource management, and liaising with regulatory bodies and government agencies.
- Proficiency in English, and expertise in the use of technology for education and administration.

❖ **Director, Centre for Distance and Online Education (1)**

Essential Qualifications:

- A good academic record with a Ph.D. Degree.
- Professor/Associate Professor with a total experience of fifteen years teaching/research/administration in Universities, Colleges and other Institutions of Higher Education.
- Experience of working in the domain of Distance and Open/Online Education for a minimum of Five Years.
- Experience of working with digital technologies and proficiency in English.

❖ **Assistant Finance Officer (1)**

Essential Qualifications:

- A Chartered Accountant / CA Intern who has qualified both the groups in final
OR
- A Master's Degree (preferably in commerce/finance/management) from a recognized institution with a minimum 55% of marks or equivalent Grade with 5 years of experience in a relevant field.

Required Skills and Experience:

- Knowledge of financial and accounting regulations, including General Financial Rules (GFR), fund utilization, and budget preparation.
- Experience in budgeting, accounting and auditing, and preparing financial reports and statements.
- Working knowledge of taxation laws applicable to educational institutions.
- Experience in handling internal and external audits, including compliance with statutory regulations.
- Proficiency in financial software like Tally and other accounting tools.

❖ **Assistant Accountant (1)**

Essential Qualifications:

- A Master's Degree (preferably in commerce/finance/management) from a recognized institution with a minimum of 55% marks or equivalent Grade, or CA-Inter qualified professionals.
- At least 2 to 3 years of experience in accounting, bookkeeping, or financial management in a recognized organization, preferably in an educational institution.
- Working knowledge of preparing financial reports, bank reconciliations, handling taxation matters, processing vouchers and payroll etc.
- Basic understanding of GST, TDS, and other taxation laws applicable to educational institutions.
- Proficiency in financial software like Tally and other accounting tools.

❖ **Administrative Officer (Naturopathy Centre) (1)**

Essential Qualifications:

- A Graduation Degree from a recognized institution or Equivalent.
- Minimum 4 to 5 years' working experience in a supervisory position and handling affairs related to HR, Finance, Material Procurement, Store Management etc.
- The experience of a professional working in a hospital shall be preferred.
- Expert in managing administrative functions, including staff coordination, and patient management.
- Proficiency in financial management, including budgeting, billing, and reporting.
- Basic computer skills for maintaining records, documentation, schedules, and generating reports.

❖ **Supervisor (Housekeeping) (Naturopathy Centre) (1)**

Essential Qualifications:

- Preferably a Graduation Degree from a recognized institution.
- Experience working in the domain of hospitality management (housekeeping) for at least 2 to 3 years.
- Practical experience in supervising daily housekeeping operations, including cleaning, sanitization, waste management, material procurement, store management etc.
- Experience in supervising housekeeping staff and safety and hygiene standards in a healthcare environment.
- Basic computer skills for maintaining records, schedules, and reports.

❖ **Medical Assistant / Therapist (Naturopathy Centre) (Female-2, Male-2) (4)**

Essential Qualifications:

- Diploma or certification in Naturopathy, or a related field from a recognized institution.
- Experience of professional working in a naturopathy hospital, wellness centre, or alternative medicine clinic shall be preferred.
- Practical knowledge of naturopathy treatments, including hydrotherapy, mud therapy, yoga therapy, massage therapy etc.
- Proficiency in operating and handling equipment and tools used in naturopathy treatments, and awareness of safety and hygiene standards in a healthcare environment.
- Expertise in managing patient care and ensuring their comfort throughout treatments.

❖ **Office Superintendent / Section Officer (1)**

Essential Qualifications:

- Graduation Degree from a recognized institution.
- At least 5 to 10 years of relevant administrative experience in positions such as Senior Assistant, Office Assistant or Administrative Officer in an educational institution or a similar organization.
- Experience in handling general office administration and supervision of clerical staff.
- Basic knowledge of government rules and regulations, and service rules applicable to educational institutions.
- Expertise in office management and administrative procedures, including documentation, record-keeping, personnel management, staff attendance and leave record management, and payroll processing etc.
- Proficiency in Computer Operation, noting and drafting.

❖ **Library Assistant (2)**

Essential Qualifications:

- A Bachelor's degree in Library and Information Science (BLIS) or equivalent from a recognized University.
- At least 1 to 2 years of work experience in a library, preferably within a University, College, or Educational Institution.
- Knowledge of specific library software or systems (e.g., Koha, SOUL, or other Integrated Library Management Systems).

- Experience with library classification systems, cataloging tools, handling library databases, assisting in digitization efforts, and handling digital resources like e-books, online journals, and academic databases.
- Experience in cataloging, shelving, and managing library resources, assisting students and faculty with library services, and maintaining records.
- Proficiency in Computer Operation, specifically with various IT tools used in library system.

❖ **Software & Web Developer (1)**

Essential Qualifications:

- Master's degree in Computer Science, Information Technology, Software Engineering, or a related field from a recognized University.
- At least 2 to 3 years of experience in software development/web development/project management.
- Experience in developing, designing, and maintaining web and mobile based applications, websites, or educational platforms.
- Proficiency in programming language(s), frameworks and web-developments tool(s), Content Management System (CMS), server-side language(s), database management tools, cloud platforms, and web-hosting.
- Preferable experience of working in a higher education institution or with e-learning platforms or student management systems.
- Eagerness to learn new technologies and tools.

❖ **Multimedia Content Developer (1)**

Essential Qualifications:

- Bachelor's degree from a recognized institution, preferably in Mass Communications, Journalism, Computer Science, English or a related field.
- 1 to 3 years of hands-on experience in content development and online marketing, especially on Social Media Platforms or AdWords campaigns, including text, interactive content, images, videos, and animations.
- Preferable experience in content creation for digital learning platforms, online courses, or MOOCs (Massive Open Online Courses), along with knowledge of SEO (Search Engine Optimization), and content marketing techniques to enhance the institute's reach.
- Familiarity with Learning Management Systems (LMS), ERP, CRM, and various marketing automation tools and channels.
- Working knowledge of multimedia software, such as Adobe Photoshop, Adobe Illustrator, Corel Draw, Filmora, Canva etc.
- Excellent communication skills and adaptable to various audiences.

❖ Lower Division Clerk (03)

Essential Qualifications:

- Graduation Degree from a recognized institution.
- Preferably a degree, diploma or certification in computer applications, along with work experience in an educational institution.
- Expertise in office management, including handling correspondence, maintaining records, managing files, note-taking, drafting, and using various advanced office automation and data analysis tools.

OR

Experience in accounting, bookkeeping, and financial management, along with proficiency in accounting software (e.g., Tally).

OR

Expertise in graphic design and multimedia software, such as Adobe Photoshop, Adobe Illustrator, Corel Draw, Filmora, Canva etc.

- Proficiency in using office-automation tools such as MS Office (Word, Excel, and PowerPoint), ERP systems, and other management tools relevant to the educational system, along with good typing speed in both English and Hindi.
- Adaptability to the use of advanced technologies in education and proficiency in English will be preferred.

For details, please visit the Institute's **website <https://jvbi.ac.in>**. Application Forms can be downloaded from the Institute website and the duly filled in application should be submitted latest by **15th January 2025**, either by post or by e-mail at "jvbidnun@gmail.com".

–REGISTRAR



Sr. No.

JAIN VISHVA BHARATI INSTITUTE

(DEEMED UNIVERSITY)

LADNUN - 341 306 (Rajasthan)

Advt. No. & Date :

APPLICATION FORM

POST APPLIED FOR _____

1. NAME : _____
2. FATHER'S NAME : _____
3. MOTHER'S NAME : _____
4. PRESENT ADDRESS : _____

PHONE NO.: _____ MOB NO.: _____ E-MAIL ID: _____

5. DATE OF BIRTH : _____ NATIONALITY: _____ MARTIAL STATUS: _____
6. CATEGORY : UR/SC/ST/OBC/EWS: _____ SEX (MALE/FEMALE): _____
7. LANGUAGE KNOWN : _____

8. EDUCATIONAL QUALIFICATION (Starting with Hight School):

| S. N. | NAME OF EXAMINATION/ DEGREE | BOARD/UNIVERSITY | SUBJECT | YEAR OF PASS | % | DIV. |
|-------|-----------------------------|------------------|---------|--------------|---|------|
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |
| 8. | | | | | | |
| 9. | | | | | | |

9. TECHNICAL/PROFESSIONAL QUALIFICATION IF ANY : _____
- _____

10. DETAILS OF THE POST NOW BEING HELD:

| DESIGNATION | NAME OF THE INSTITUTE | SINCE HOW LONG | NATURE OF POST (TEMP./PER.) | SALARY DRAWN |
|-------------|-----------------------|----------------|-----------------------------|--------------|
| | | | | |

11. FIELD OF SPECIALIZATION : _____
12. RESEARCH EXPERIENCE (Use Separate Sheet if Necessary) : _____
13. PUBLICATION WITH TITLES OF ARTICLES, NAMES OF JOURNALS AND DATES
(Use Separate Sheet if Necessary)
- (A) RESEARCH : _____
- (B) OTHERS : _____

14. COMPLETE RECORD OF EXPERIENCE :

| S. N. | DESIGNATION | DURATION | | NAME OF INSTITUTE | NATURE OF WORK TEMP/PERMANENT | TOTAL YEARS OF EXPERIENCE |
|-------|-------------|----------|----|-------------------|-------------------------------|---|
| | | FROM | TO | | | |
| | | | | | | <p>a) Teaching : U.G. P.G.</p> <p>b) Research : Self Research Guidance of PG Students</p> <p>c) Editing :</p> <p>d) Administrative :</p> <p>e) Training :</p> <p>f) Any other :</p> |

15. NATURE OF WORK DONE SO FAR (use separate sheet if necessary) : _____

16. Any other relevant information which the candidate wishes to supply and which has not already been covered in the above items : _____

17. Names and addresses of at least three references well acquainted with the professional work of the candidate with at least one reference from the institution served in the past five years :

(1)

(2)

(3)

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

DECLARATION BY APPLICANT

I hereby declare that the above information is true to the best of my knowledge and belief and in case any information is found to be false or incorrect at any stage, appropriate action may be taken against me.

Date :

Place :

(Signature of Applicant)

NO OBJECTION CERTIFICATE (IF EMPLOYED)

Sh./Mrs/Miss. _____ who holds the post of _____ in permanent/temporary capacity, if the scale of Rs. _____ drawing a pay of Rs. _____ p.m. will be relived if selected.

Date :

Signature and designation of the forwarding Authority (with seal)

ENCLOSURES TO BE ATTACHED :

1. Copy of Marks Sheets from Matric to the highest degree
2. Experience Certificate
3. Copy of letter of appointment if previously employed.
4. Copy of any other certificate of academic and non-academic activities
5. Certificate of SC/ST/OBC/EWS (if applicable)

Kindly send two photocopies of this Application form duly filled in alongwith this one.