



**MADHUSUDAN INSTITUTE OF CO-OPERATIVE MANAGEMENT  
BHUBANESWAR -751 012**

**General Information for the Applicants**

**Lecturer on Contract Basis in Computer Science /IT**

Organization	Madhusudan Institute of Cooperative Management, Bhubaneswar, Odisha
Educational Qualification	a) <b>Essential</b> - Regular Full time Post Graduation with Minimum 55% in MTech (Computer Science/IT) / MCA b) <b>Desirable</b> - MBA, Ph.D (or Pursuing)
Duration	11 months, likely to be extended depending upon the performance of the candidate and need of the organisation.
Number of Position	1 (One)

**Key Responsibilities**

- Preparing & delivering lectures in MBA, other certificates courses & Training Programmes run by the Institute.
- Developing curricula and course material that can be used across a number of platforms for educational and training programmes related to IT/Computers/MIS.
- Over all in-charge of Computer Lab, Maintenance of Website, Media cell and other technology up-gradation of the Institute.
- Running fee based computer courses for students.
- Coordinating Exam and academics requirement of MBA department.
- Visiting Cooperative Organization, Cooperative Federations and understanding the requirement of training to the respective organisations and conducting Training Need Analysis (TNA).
- Collaborating with Academic Institution and other academicians to improve teaching methods and expand knowledge base for the greater interest of the organisation.
- Take up any assignment, project, research and consultancy as and when required by the institute.

**Required Skills and Abilities:**

- Strong analytical skills, logical abilities to breakdown problems and find solutions
- Strong verbal and non-verbal communication skills in English, Odia, and Hindi
- Ability to compose and develop content relating to subject.

**Essential Experience:**

After Post Graduation or equivalent Degree, one year full time teaching/ training/ research experience from recognized University/ College/ Institute/ Cooperative Training Organization/Cooperative Training Institute/Cooperative Department.

**Remuneration:** Rs. 35000/- to Rs. 40000/ depending on the years of experience (Consolidated)

**Age:** Not exceeding 35 years. In case of more than required essential years of teaching experience, this age limit may be considered for relaxation.

**The last date for application:**

The candidates have to fill up the attached application form with self attested photocopies of mark sheets, certificates, work experience and with other required documents and send by Registered Post/Speed Post within 15 days of publication of this advertisement, to the following address.

**The Director**

**Madhusudan Institute of Cooperative Management**

**Unit-8, Bhubaneswar**

**Pin- 751012**

Director

## Application for the post of Lecturer ( Computer Science / IT)

### Bio-data



1.	Full Name	:	
2.	Date of Birth	:	
3.	Sex : M/F	:	
4.	Category : SC/ST/NT/OBC/Minority/General	:	
5.	Marital Status (Y/N)	:	
6.	Nationality	:	
7.	Physically Handicap (Y/N)	:	
8.	Name of the Father and Mother	:	
9.	Address of Correspondence (including phone No.)	:	
10.	E-mail Address	:	
11.	Academic Record	:	
a)	GATE/CSIR/UGC National Exam Qualification details with % marks/Rank, year of qualifying, etc. (if Available)		
b)	Educational Qualifications :		

Examination with Specialization	Name of School, College, University/Institute, with city and state	Year of Passing	Subjects	Percentage of marks/GPA obtained	Distinction/ Division
<b>PhD</b>					
<b>PG</b>					
<b>UG</b>					
<b>XII</b>					
<b>10th</b>					
<b>Others</b>					

12. Brief details of the assignment carried out (if any) with duration, place of work, area worked on, mentor/guide's name, description of the work (in not more than 5 sentences), and publication details :

13. Working experience (if any) :

14. Whether currently employed :

**Declaration** : I hereby declare that, I have carefully read and understood the instructions and particulars on this application and that all entries in this form as well as in the attached sheets are true to the best of my knowledge and belief.

**Date :**

**Signature**

**Place :**