छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर
CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् द्वारा A++ ग्रेड प्राप्त विश्वविद्यालय
विश्वविद्यालय अनुदान आयोग द्वारा प्राप्त श्रेणी–I विश्वविद्यालय
(पूर्ववर्ती कानपुर विश्वविद्यालय, कानपुर)
(Formerly Known as Kanpur University Kanpur-208024)

Advertisement No.:CSJMU/Gen.Admin/ 361/SFS-Non Teaching/2025   **Dated: 01/05/2025**

Recruitment Notice
for
the Position of Coordinator, International Relations & Academics Cooperation Cell

Chhatrapati Shahu Ji Maharaj University, Kanpur invites online applications from eligible Indian nationals for contractual appointment of Coordinator, International Relations & Academics Cooperation Cell (IRACC) Under Self Finance Scheme.

The Coordinatior, IRACC will beresponsible for coordination and cooperation agreement with international academics instituation for higher learining, admission of Foreign National in different programme offered by University, and associated activities to showcase the University's strength and achievement globally, particularly for students of foreign countries.

The remuneration offered for the position is a consolidated payment of Rs. 80,000/- per month, however for exceptionally qualified candidate a higer start could be considered

The Qualification & Experience eligibility for the above position is as under.

Qualifications
Education :
Full time MBA preferably with specialization in international business or Masters in International relations

Experience:
Minimum 3 years experience with reputed university/ academic institutions for managing international partnerships, collaborations, exchange programs and building relationships with foreign institutions/ universities.

Desirable
Soft Skills:
1. Exceptional written and verbal communication skills, including proficiency in multiple languages.
2. Knowledge of international compliance, visa regulations, international admissions, and legal requirements for global collaborations.

Technical Skills:
1. Proficiency in Microsoft Office.
2. Familiarity with virtual communication platforms (e.g., Zoom, Microsoft Teams) and online collaboration tools.
3. Experience with budgeting and financial management.

General Instructions:

1. The University reserves the right to:
   a. Withdraw the advertised post at any time without assigning any reason thereof.
   b. Not to fill up the advertised position.
2. The recruitment shall be under contract for 1 year which could be renewed for further duration on satisfactory performance of the appointee but not beyond the age of 60 years. The other terms and conditions of appointment shall be as mention in the contracted documents.
3. The selection procedure will comprise Interview and Presentation.
4. Candidates are requested to carefully read the General Information & Instructions before filling up the Online Application Form available under recruitment tab on the University Website: **csjmu.ac.in.**
5. The Candidates are also advised to visit the university website periodically for further information and updates related to the recruitment process.

E-mail: registrar@csjmu.ac.in
         registrarcsjmuknp@gmail.com

☎📠: 0512-2246609
☎📠: 0512-2246602

छत्रपति शाहू जी महाराज विश्वविद्यालय, कानपुर
CHHATRAPATI SHAHU JI MAHARAJ UNIVERSITY, KANPUR
राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद् द्वारा A++ ग्रेड प्राप्त विश्वविद्यालय
विश्वविद्यालय अनुदान आयोग द्वारा प्राप्त श्रेणी–I विश्वविद्यालय
(पूर्ववर्ती कानपुर विश्वविद्यालय, कानपुर)
(Formerly Known as Kanpur University Kanpur-208024)
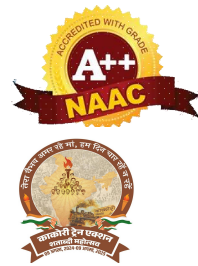
6. The online application process shall start on **02nd May, 2025** and the last date for filling online application is **31th May, 2025.**

7. Candidates are required to submit the hardcopy of the duly filled Application Form along with supporting documents (each page duly signed) and transaction receipt by Registered/Speed post to **The Registrar, Chhatrapati Shahu Ji Maharaj University, Kalyanpur, Kanpur – 208024 (U.P.)** latest by **07 June 2025**.The envelope on its top shall mention the advertisement number, post applied, and department name.

8. Application, incomplete in any respect and without relevant Certificates/ Documents/Photographs/Orders, as desired or without requisite Fee will be rejected.

9. The application fee is **Rs. 1000/- (Rs. 750/- for SC/ST candidates only)** which will be paid online alongwith online application.

10. Application fee once submitted is non-refundable.

11. A candidate already in employment is required to submit the 'No Objection Certificate' at the time of submitting online application form or at the time of interview.

12. Experience and Qualifications will be reckoned as on the last date of submission of application form.

13. No T.A./D.A. shall be paid for attending the interview.

14. **No claim for regular appointment/regularization shall be entertained at any stage**.

15. No' Interim Correspondence' shall been Entertained.

Important Dates

S.No.	Particulars	Date*
1.	Date of opening online application form	02/05/2025
2.	Date of closing online application form	31/05/2025
3.	Last date for receiving hard copy of Application Form	07/06/2025

*Above dates are subject to change depending on the requirements through the recruitment process.
Other instruction:

A. How to Apply: Duly filled-in-Application in Prescribed Format should be submitted online.

B. Application Fees: Candidates have to pay application fee Rs. 1000/- (Rs. 750/- for SC/ST candidates only) fee through 'Online Transaction' along with online application.

C. Documents required to be submitted with Online Application:

i. Candidates should submit (pdf of scanned copies) of all the supporting documents for all the claims made in the Online Application, *viz* Eligibility, Achievements; Publications (only first page) etc.

ii. Candidates are suggested to upload a merged single PDF file for Mark sheets and Certificate/Degree for respective educational qualifications, wherever required.

iii. Other documents can be uploaded in "Other" section".

iv. The University will get verified all the documents in support of qualifications, experience etc.submittedbycandidate,from the issuing authority .If any document is found to be false /fake/incorrectatanystageofverificationbeforeorafterappointment,thedocumentinquestionshallleadtoterminationofhis/herappointment.

v. While filling online application form candidates are suggested to fill absolute numerical values rather than in decimal or in fractions.

Note: The data once entered shall not be allowed to change! Therefore, the candidate should check the entries before final submission.

(Registrar