



Maharashtra State  
Faculty Development Academy

Maharashtra State Faculty Development Academy

Recruitment Advertisement for the post of Centre  
Coordinator (2) and Manager (1)



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**MAHARASHTRA STATE FACULTY DEVELOPMENT ACADEMY**  
**(A Section 8 Company)**

Advertisement No.:

Date:

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 (2) and Manager (1). 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. **Centre Coordinator - Centre for Networking**
2. **Center Coordinator - Center for Resources**
3. **Manager - Outreach and Communications**

A brief on MSFDA, details of the positions, eligibility criteria and other information and detailed advertisement is available on the website <https://rusa.maharashtra.gov.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 must be sent by **email on [recruitment.msfda@gmail.com](mailto:recruitment.msfda@gmail.com) by 10<sup>th</sup> November 2022.** Applications received thereafter will not be entertained.

## 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 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 the 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 principle 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 will be six Centers in MSFDA to carry out trainings/work in their respective areas. Each Centre will be managed by a **Centre Coordinator** assisted by an Administrative

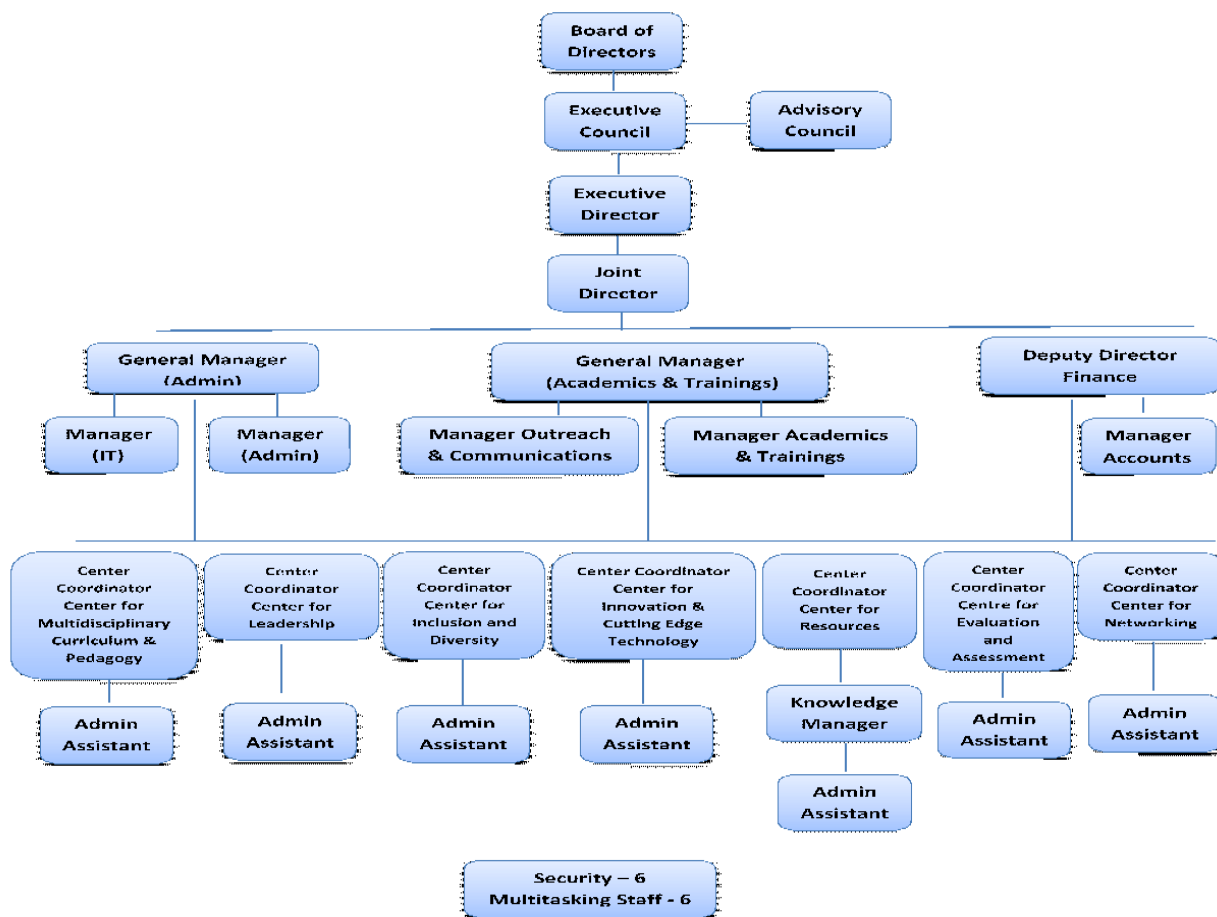
Assistant. The seven centers are:

- a. **Centre for Multi-disciplinary curriculum & pedagogy:** This Centre will carry out training 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 training 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 will focus on development and promotion of creative IT based tools to promote experiential learning as part of pedagogy.
- b. **Centre for Leadership Development:** This Centre will focus 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 held in collaboration with expert organizations. The Centre will also work towards development of leadership traits in students.
- c. **Centre for Inclusion & Diversity:** The Centre will sensitize the faculty, students and HEIs to 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 organizations/individuals to enrich the training in this field.
- d. **Centre for Innovation & Cutting-edge technology:** The Centre will foster innovation culture in HEIs. It will develop tools and methodologies to nurture innovation, incubation and entrepreneurial ecosystem and impart training 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 resources. It will tie up and compile the existing resources/ online platforms for guidance of trainees/students who will visit the Centre. It will be an active space that will host 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.

- f. **Centre for Networking:** The Centre will build a strong network of academicians, practitioners, organizations 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 Centers as well as HEIs for designing appropriate modules and courses. It will take the lead in creating opportunities and avenues for student internships, fellowships, apprenticeship, placements and any other form of association to learn and practice by-hand on the field.
- g. **Centre for Evaluation and Assessment:** This Centre will undertake 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 scope and use of digital technologies in assessment and evaluation.

The organisation structure of MSFDA:



## 2. 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.

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

#### **Position 1: Centre Coordinator - Centre for Networking**

**Scope of the Centre:** The Centre will build a strong network of academicians, practitioners, organizations 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 Centers as well as HEIs for designing appropriate modules and courses. It will take the lead in creating opportunities and avenues for student internships, fellowships, apprenticeship, placements and any other form of association to learn and practice by-hand on the field.

#### **Roles and Responsibilities**

- The Centre Coordinator - Networking shall be responsible for:
- Preparing and updating the scope of the Centre
  - Conceptualizing and strategizing processes plans to reach out and promote openness in approach and thus build a forum that supports experiential learning
  - Coordinate and cooperate with other Centres to build and strengthen interconnectedness and learner-centred approach
  - Update the academy with list of like-minded individuals, professionals and organizations and their profile
  - Support in designing the calendar of activities for the year and bring in relevant resource persons for the same
  - Coordinate with various institutions and universities to adopt and innovate with learning for their faculty and students
  - Financial management of Centre
  - Developing Resource depository of the Centre
  - Monitoring & Evaluation of the training programmes



<p><b>Eligibility Criteria</b></p>	<ul style="list-style-type: none"> <li>● A person who can appreciate the scope and importance of learner-centered approach to education and has experience and knowledge to plan, strategise and execute programmes and courses that facilitate building network and partnerships with various like-minded individuals, professionals and organizations, thus building a pool of sensitive and active people to strengthen learning opportunities for young people.</li> <li>● Masters in any discipline with above traits</li> <li>● Minimum five years of work experience with non-profits and/or institutions that have worked on campaigns and networking</li> <li>● Proven experience of working with collectives, networks and building coalitions</li> <li>● Having a good understanding of the need for creating a pool of academicians, artists, media persons, professionals and practitioners from various fields as mentors, guide, resource persons for higher education institutions</li> <li>● Having critical abilities to bring in people from various walks of life as part of the network as a value that recognizes <i>shram</i> (labour) and <i>kala</i> (folk/traditional art)</li> <li>● Ability to work in a collaborative and participatory manner with various institutions to impress upon the need for experiential and hands-on learning methodology as part of higher education</li> <li>● In exceptional circumstances, the Search cum Selection committee reserves the right to relax the eligibility criteria.</li> </ul>
<p><b>Job type</b></p>	<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 2: Centre Coordinator - Centre for Resources**

**Scope of the Centre:** The Centre will be developed as a studio hosting a library, an audiovisual 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 tie up and compile the existing resources/online platforms for guidance of faculty/students who will visit the Centre. It will be an active space that will host events, debates / discussions, shows, film screenings, musicals, readings, exhibitions etc. for not only faculty but also students, thus also becoming a hub for traditional, modern, digital and other forms of creative expression

### **Roles and Responsibilities**

The Centre Coordinator - Resources shall be responsible for:

- Designing and setting up of the Resource Centre
- Preparing and updating the scope of the Centre
- Conceptualising and strategizing processes and plans to reach out and promote multi-dimensional learning opportunities for students of various institutions
- Coordinate and cooperate with other Centres to build and strengthen interconnectedness and learner-centred approach
- Update the academy and procure most recent resources from across streams
- Develop a calendar of activities, events, campaigns, courses for the year and execute the same across the State
- Coordinate with various institutions and universities to design and facilitate development of such resource centers in their campuses
- Networking with expert individuals / organizations / institutes
- Financial management of Centre
- Developing Resource depository of the Centre
- Monitoring & Evaluation of the training programmes

<p><b>Eligibility Criteria</b></p>	<ul style="list-style-type: none"> <li>● A person who has keen interest in reading books and creative arts with knowledge of procuring and maintaining such resources. The person needs to have experience and knowledge of planning, strategizing and executing programmes, events, campaigns and courses as part of the Resource center to promote active engagement and learning opportunities for higher education institutions (HEIs), faculty, students and young people.</li> <li>● Masters in any discipline with above traits</li> <li>● Minimum five years of work experience with resource centers / activity centers / mobile libraries/studios or any interactive spaces hosted by non-profits and/or educational institutions</li> <li>● Proven experience in designing, planning and implementing activities, events, campaigns, talks, interactive sessions, workshops using a range of media on a various issues</li> <li>● Having a good understanding of the purpose and scope of a Resource Center to manage it as a vibrant and active space</li> <li>● Having critical abilities to bring in values of participation, collaboration and cooperation in the Resource Center</li> <li>● Ability to work in a collaborative and participatory manner with various institutions to impress upon the need for experiential and hands-on learning methodology as part of higher education.</li> <li>● In exceptional circumstances, the Search cum Selection committee reserves the right to relax the eligibility criteria.</li> </ul>
<p><b>Job type</b></p>	<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 for Position 1 and 2 : Centre Coordinator – Centre for Resources and Centre for Networking**

The Candidates who consider themselves eligible are required to send the following by email on [recruitment.msfd@gmail.com](mailto:recruitment.msfd@gmail.com) by 10<sup>th</sup> November, 2022

(i) CV

(ii) Essay

(i) **CV**: A detailed CV 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. CV must include the following

- Position applied for (This must be at the top of CV)
- Date of Birth
- Mobile Number
- Email

(ii) **Essay** (maximum **1500** words on **any one** of the topics as mentioned below): The candidates are to write an essay on any one of the topics as given against the position applied for. The essay has to be of maximum 1500 words. Essays can be both handwritten and then scanned or it can be typed. The essay should be written expressing in detail the thoughts of the candidates on the given subject. He/ She should take time in understanding the essay's topic and thereafter write an essay, which clearly conveys in a comprehensible manner what the candidate intends to speak on the particular topic.

No.	Position	Essay Topics (Any One)
<b>Center Coordinators</b>		
1	Center for Networking	1. Breaking silos in higher education 2. Networking as a necessity for organizational excellence 3. Meaning and scope of networking in the context of higher education
2	Centre for Resources	1. Evolution of libraries to learning resource centers 2. Digital depositories as learning resources 3. Challenge of attracting students to Resource Centers, in an age of internet with reduced attention span 4. Value of academic resources for conceptual development

## **5. Important Timeline**

The CV and Essay must be sent by email on [recruitment.msfd@gmail.com](mailto:recruitment.msfd@gmail.com) by 10<sup>th</sup> November 2022. Each document must be carefully captioned.

## **6. Selection process**

### **a. Step 1: Scrutiny of the CV**

The CV will be scrutinized to find candidates who meet the minimum eligibility criteria and to shortlist candidates for next step.

### **b. Step 2 : Evaluation of Essay**

**Evaluation of Essay** - The Essays of eligible candidates will be evaluated by a team of eminent academicians. The Essay will be scored on the basis of content understanding, clarity of thought and idea evaluation. The score given by the evaluators will be final.

### **c. Step 3: Interview**

Against each position, a total of 5 candidates from the top in decreasing order in the merit will be called in person for the interview by the Search and Selection Committee. In the interview, the candidate will be evaluated on his/her overall understanding of the role, his/her skill-sets, strengths and suitability for the particular role. MSFDA will not provide for any travel/stay expenditure to the candidate who comes for the interview. The date/time and venue of the interview will be communicated to the concerned candidates through email.

Only such candidate will be selected who has obtained minimum combined score and 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 Statement of Purpose/Essay/Assignment and interview gives no right or claim for selection.

<b>Position 1: Manager - Outreach &amp; Communications</b>	
<p>Role &amp; Responsibilities</p>	<p>Manager - Outreach &amp; Communications shall work under the overall guidance of GM (Academics and Training) and will be responsible for:</p> <ul style="list-style-type: none"> <li>● Management, planning, coordination and execution of outreach &amp; communication related requirements in line with the vision and approach of MSFDA</li> <li>● Reaching out to HEI leadership in order to present MSFDA’s work and encouraging them to send their faculty for training and other possibilities of association</li> <li>● Visualizing and developing communication &amp; outreach plans, mechanisms and related material including but not limited to social media</li> <li>● Identifying and sourcing partnership opportunities for the overall purpose of the Academy</li> <li>● Facilitating internal and external communication related to MSFDA</li> <li>● Managing media relations and reach out</li> <li>● Collecting, optimizing, and publishing content on MSFDA portal</li> <li>● Increasing online presence on social media platforms</li> <li>● Reviewing digital data analytics and drawing key recommendation for online strategies</li> </ul>

Eligibility Criteria	<ul style="list-style-type: none"> <li>● A person with a networking attitude and awareness of the higher education landscape, knowledgeable about branding, marketing and communication</li> <li>● Postgraduate in Management - Marketing &amp; Communication or Postgraduate in Media Studies (preferably Mass Media) or in any discipline related to job profile with traits mentioned above</li> <li>● Minimum 7 years proven work experience in the area of outreach and communication</li> <li>● Possessing excellent communication and interpersonal skills</li> <li>● Ability to work in a collaborative and participatory manner thereby guiding team members</li> <li>● In exceptional circumstances, the Search cum Selection committee reserves the right to relax the eligibility criteria.</li> </ul>
Job Type	<ul style="list-style-type: none"> <li>● Contractual, full-time</li> <li>● Term: 1 Year; Renewal subject to performance</li> <li>● Pay Scale: Rs.75,000 plus per month to commensurate with experience and role fit</li> </ul>

### **Process of Application for Position of Manager – Outreach & Communications**

The eligible candidates for the said post, Manager - Outreach & Communication, are required to send the following by email on [recruitment.msfd@gmail.com](mailto:recruitment.msfd@gmail.com) by 10<sup>th</sup> November, 2022.

1. **CV:** A detailed CV 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. CV must include the following:
  - a. Position applied for (This must be at the top of CV)
  - b. Date of Birth
  - c. Mobile Number and Email

2. **Past Work Profile:** The candidate needs to explain details of her/his academic and professional attributes along with specific areas of skills that can be substantiated with samples of her/his recently executed work. This may include:

- a. Copy Writing of News Release, Articles
- b. Flyer, Brochure or any other publicity material
- c. Communication Plan
- d. Website content and/or Social Media posts
- e. Visual storytelling and/or Video production
- f. Any other media material developed/designed for outreach

Only such candidate will be selected who has obtained minimum combined score and 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. Obtaining the highest marks in Statement of Purpose/Essay/Assignment and interview gives no right or claim for selection.