

Volume 4

Annex 4.36b: Sample Copies of Job  
Advertisements.



## Mid- Western University School of Management AN AUTONOMOUS INSTITUTION

Announces Application, Under Internal Sources, for Contractual Lecturer and Staff Positions.

### Lecturer Position, Desired Qualification and Work Experience

| Lecturer: Management Information System (1 Position)   | Lecturer: Economics (1 Position)   |
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| <ol style="list-style-type: none"> <li>1. Minimum Qualification: Having an MBA degree with MIS specialization with minimum of second division or equivalent grade.</li> <li>2. Desired Qualification: M Phil or Ph D degree in relevant subject.</li> <li>3. Experience: Having at least 2 years of teaching experience on relevant field.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Minimum Qualification: Having an MA degree with Economics specialization with minimum of second division or equivalent grade.</li> <li>2. Desired Qualification: M Phil or Ph D degree in relevant subject.</li> <li>3. Experience: Having at least 2 years of teaching experience on relevant field.</li> </ol> |
| Lecturer in Management (1 Position)  | Lecturer: English language and Communication (1 Position)  |
| <ol style="list-style-type: none"> <li>1. Minimum Qualification: Having an MBA/MBS degree with relevant specialization, with minimum of second division or equivalent grade.</li> <li>2. Desired Qualification: M Phil or Ph D degree in relevant subject.</li> <li>3. Experience: Having at least 2 years of teaching experience on relevant field.</li> <li>4. Preference will be given for MBA degree.</li> </ol> | <ol style="list-style-type: none"> <li>1. Minimum Qualification: Having an MA degree with relevant specialization with minimum of second division or equivalent grade.</li> <li>2. Desired Qualification: M Phil or Ph D degree in relevant subject.</li> <li>3. Experience: Having at least 2 years of teaching experience on relevant field.</li> </ol>  |

### Staff Position, Desired Qualification and Work Experience

| Head Assistant: Admin/finance (1 Position)   | MIS Assistant: (1 Position)  |
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| <ol style="list-style-type: none"> <li>1. Minimum Qualification: Plus two pass in relevant subject</li> <li>2. Preference : Having a BBA/BBS/B Com degree with minimum of second division or equivalent grade.</li> <li>3. Desired Qualification: accounting/finance Computer software trained including office and XL.</li> <li>4. Experience: Having at least 2 years of work experience on office management and relevant field.</li> </ol> | <ol style="list-style-type: none"> <li>1. Minimum Qualification: Plus two pass in relevant subject</li> <li>2. Preference: Having a BCA/BIM/BIT degree with minimum of second division or equivalent grade.</li> <li>3. Desired Qualification: Computer hardware and software including MIS trained.</li> <li>4. Experience: Having at least 2 years of work experience on MIS and relevant field</li> </ol> |
| Liberian (1 Position)  | Office Assistant (2 Position)  |
| <ol style="list-style-type: none"> <li>1. Minimum Qualification: Having a bachelor degree with relevant specialization, with minimum of second division or equivalent grade.</li> <li>2. Desired Qualification: under graduate on library science</li> <li>3. Experience: Having at least 2 years of work experience on digital library.</li> </ol>  | <ol style="list-style-type: none"> <li>1. Minimum Qualification: Basic knowledge of reading and writing.</li> <li>2. Desired Qualification: hard working, honest and disciplined</li> <li>3. Experience: Having at least 2 years of working experience on similar field.</li> </ol>  |

Examination: Written test, interview with class presentation for lecturer position, and written test, interview with computer skill test for admin staff position and interview for office assistant.

Interested candidates should submit their application with letter of interest enclosing an updated Curriculum Vitae and Covering Letter with all the attested copies of certificates and publications within 35 days of publication of this notice. The LOI should be addressed to The HR selection committee of MUSOM and should be electronically submitted via [info@musom.edu.np](mailto:info@musom.edu.np). Application fees of Rs. 1200 for lecturer and Rs. 1000 for admin staffs which should be deposited at MUSOM account section with bank voucher. All the successful candidates of this vacancy will not be allowed to work outside the MUSOM official structure and jurisdiction after their appointment at MUSOM.

***"MUSOM Announces Admission Open for 8<sup>th</sup> batch of BBA"***

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