



MGU INNOVATION FOUNDATION

(Section 8 Company under the Companies Act, 2013)

MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills, Kottayam – 686560

Phone: 0481- 2992684, Website: www.mguif.com



No: MGUIF/HR/AD/002/2025-26

Date: 31.01.2026

NOTIFICATION

Applications are invited for various posts at **MGU Innovation Foundation**- a special purpose vehicle formed with the support of RUSA funding of MHRD to act as a business innovation ecosystem for promoting startups. The engagement to the post of **Course Manager/ Course Reviewer** is consolidated pay and on a contract basis for three years. Renewal of the contract is based on superior performance.

Detailed description on the jobs is attached.

You can submit the application through the MGUIF website (Link: <https://mguif.com/careers>)

or

The self-prepared application, along with supporting documents, may be submitted through e-mail to hr@mguif.com *on or before 10th February 2026.*

sd/-

Chairman & Managing Director MGUIF

Title of the position	Roles and Responsibilities	Qualifications Required	Skills Required
<p>1. Course Manager/</p> <p>Course Reviewer</p> <p>(1 No)</p>	<p>1. Verify and Review of e- Content as Self-Learning e-Modules for academic programmes.</p> <p>2. Involves planning, decision-making, and resource allocation. Lead a team of technicians, Academicians ensuring smooth collaboration and effective task delegation.</p> <p>3. Oversee the recruitment process, from identifying staffing needs to onboarding new hires.</p> <p>4. Coordinate all technical aspects of pre-production, production and post production activities.</p> <p>5. Ensure all resources are used efficiently to meet productivity needs and Foster a positive workplace environment.</p>	<p><i>Essential:</i></p> <ul style="list-style-type: none"> ● Master's in commerce with a minimum 55% Mark. ● with UGC/ CSIR - NET / PhD. ● Minimum 3 years of Teaching experience. <p><i>Desirable:</i></p> <ul style="list-style-type: none"> ● MBA/any other Masters. ● Prior experience in human resource management. ● Prior experience in project management. ● Knowledge in the Online Courses/ programmes. 	<ul style="list-style-type: none"> ● Leadership and team management skills. ● Strong interpersonal and conflict-resolution skills. ● Strong proficiency in English, both written and verbal, with excellent communication skills, grammatical accuracy, and the ability to adapt language to different professional contexts.
<p>Consolidated pay is Rs. 32,000/-per month.</p> <p>Age below 35 years as on 01/12/2024. Age relaxation will be given to exceptionally brilliant Candidates.</p>			