

Teaching Assistant Position (No. 10)

Pulchowk Campus is seeking Teaching Assistants (TA) to work in corresponding departments of following programs:

S.N.	Master's Program	Work Assignment Unit
1	Computer Engineering Specialization in Data Science	Department of Electronics & Computer Engineering
2	Power System Engineering	Department of Electrical Engineering
3	Structural Engineering	Department of Civil Engineering
4	Water Resources Engineering	
5	Geotechnical Engineering	
6	Transportation Engineering	
7	Construction Management	
8	Hydropower Engineering	
9	Mechanical Systems Design and Engineering	Department of Mechanical Engineering
10	Urban Planning	Department of Architecture

The position is full time job staff-student within Campus. The selected TA will be enrolled in corresponding Masters Programs as listed on above table.

Teaching Assistant position duties and responsibilities include:

- Assist in practical and tutorial classes of BE programs within campus
- Support for the preparation/modification of lab sheets and conducting pre-semester lab activities
- Support for the evaluation of students' lab performance including log of attendance, viva, and report checking
- Support in preparation and conduction of overall course evaluation including quizzes, tests, reading and writing assignments, report and demonstration/presentations of assigned and associated courses
- TA is responsible for all academic and research tasks assigned by the TA guide and corresponding department

Research Assistant Position (No. 1)

Master's Program : Data Science & Analytics

Work Assignment Unit : QAA Office, Pulchowk Campus

QAA Office, Pulchowk Campus is seeking a Research Assistant (RA) having BE in computer (/Software/IT/Data) Engineering. The selected RA will be enrolled in *MSc in Computer Engineering Specialization Data Science and Analytics* program. The position is full time job staff-student within Campus.

Research Assistant position duties and responsibilities include:

- Offer support on preparing various research reports within QAA-Office, Pulchowk Campus under the RA-Guide, Quality Improvement Program(QIP) Coordinator, Pulchowk Campus
- Engage in organizing and hosting multiple training and workshop programs targeted to students, staffs and faculty members of Pulchowk Campus under the annual programs from QIP
- Assist in TA activities required for course teaching as per the semester assignment under RA guide within DoECE
- Assist in design, develop and maintaining various portals and software tools to be used in academic administration unit within Pulchowk Campus
- Support in managing and maintaining the system to be designed for tracking and reporting about graduates and alumni of Pulchowk Campus
- Work closely on key stakeholders across Pulchowk Campus to ensure effective exchange of knowledge and explore new value creation opportunities.
- Contribute to the development & documentation of various reports as per the requirement of QIP program office
- Support, stimulate, and facilitate all stakeholder and groups on the range of varied tasks and initiatives handled from Entrepreneurship Support Program office within Pulchowk Campus

Candidate should have strong interest and learning attitude on the followings:

- Programming passion with already acquired decent skills on programming languages and frameworks
- Formal report writing and presentation proficiency skills
- Academic publishing interest

TA/RA Remuneration:

- Monthly salary scale of the recruited TA/RA will be the same as the salary scale of a **section officer** specified by the university.
- There are no other additional and overtime remunerations.
- The remuneration is taxable as per rule of Nepal Government.

TA/RA Selection Process:

- RA/TA for each program will be selected on the merit basis of Entrance Ranking from the eligible applicants.
- Once an applicant is selected and admitted as a TA or RA for any M. Sc. program, he/she will not be shifted to any other M. Sc. program during the successive admission lists.