



## STAFF RECRUITMENT 2025

Applications are invited for the following post:

### NON-TEACHING POST

Interested candidates for the following non-teaching post should fill out the Google Form (link provided below), and upload their CV and a Cover Letter as attachments to the form. The Google Form should be submitted on or before **Monday, 31 March 2025**.

Google Form link: <https://forms.gle/9oFWCY5L1C9wtgtN6>



### ASSISTANT ERP ADMINISTRATOR

**Qualification:** Candidates with BE/ BTech in CS or MCA or candidates with a Bachelor's Degree in Computer Science or Information Technology, or a BCA, or candidates with relevant certifications may apply.

#### Skills:

- Ability to learn new technologies quickly and adapt to changing environments.
- Strong technical skills in ERP systems.
- Excellent problem-solving and analytical skills.
- Effective communication skills to work with different teams.
- Familiarity with office equipment, such as copiers, fax machines, and scanners.

#### Desirable Experience:

- About 2 years of experience in IT support, and administration.
- Ability to work in a team.
- Experience with installing, configuring, and maintaining hardware and software.
- Experience with troubleshooting technical issues and providing user support.
- Prior experience in a clerical or administrative support role is preferred but not essential.
- Experience with data entry, filing, and record keeping.
- Knowledge of office procedures and practices.

**NOTE:** The work timings will vary depending on the shift as the University runs 3 shifts, including a Third Shift from 2:00 pm to 9:00 pm. The selected candidates are expected to join immediately after the final selection.