


JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

Waknaghat, Solan, H.P., India Job Descriptions for Non-Teaching Positions



JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY

*Jaypee University of Information Technology (JUIT)
Waknaghat, District Solan, Himachal Pradesh,
NAAC Accredited, NIRF ranked-2017 amongst top 100
Engineering Institutes and Universities in India
invites applications for the following non-teaching posts.*

Post	Qualification	Experience Required
Placement Officer	Masters in Science/ Technology /MBA with 55% marks or 'B' grade on a 7 point UGC scale	Atleast 5 years experience in similar position in a reputed university/ educational institute/ industry; Excellent interpersonal skills with extensive experience in student's placement
Assistant Registrar (Academics)	Post Graduate with 55% marks or 'B' grade on a 7 point UGC scale	Atleast 5 years experience in similar position in a reputed educational institute/university; Proven administrative capabilities
Assistant Finance Officer	B.Com.(10+2+3) with MBA (Finance/ Accounts) with 55 % marks /ICWA (Inter)/ CA (Inter)	5 years and above in similar area: Sound practical exposure to manage the finance and accounts at big level; good communication skills
Sports Coach for: Boys: 1 (Male) Girls: 1 (Female)	B.PEd./M.PEd.	Atleast 3 years experience in any two of: Basketball/ Volleyball/Cricket/Badminton

Remuneration shall be based upon merit and experience.
Interested candidates should send their application with detailed
resume by 27th March 2018 at
vikrant.kumar@juit.ac.in or by post to :
The Registrar
JAYPEE UNIVERSITY OF INFORMATION TECHNOLOGY (WAKNAGHAT)
Teh. Kandaghat, Distt. Solan-173 234, Himachal Pradesh, India
Contact: 01792- 257999, 239203
For details visit our website : www.juit.ac.in

Placement Officer:

Essential qualification as per requirement of the post: MBA/Post Graduate degree in Human Resource Management/Master of Technology/Engineering. Candidate should possess:- (1) A basic degree in any discipline of engineering or equivalent (2) At least 5 years' experience in a similar position in a reputed Institute/University (3) Excellent interpersonal skills, with extensive experience in placement of student and to maintain corporate relations at high level that can result in good corporate institute interface and relations, and (4) Experience of working with Engineering Institutions/IT sector companies in Metros / big cities preferably in HR.

Assistant Registrar (Academics):

Essential qualification as per requirement of the post: Master's degree with at least 55% of marks or its equivalent grade of "B" in the UGC seven point scale along with a good academic record. Candidate should possess:- (1) At least 5 years experience in a similar position in a reputed Institute/University along with proven administrative capabilities (2) The incumbent should possess good communication and analytical skills and aptitude for drafting/noting in English. (3) Should be able to coordinate/liaise with other Departments and participate in discussions with senior functionaries and Academicians (4) Expected to handle independently one or more functions related to Educational Administration/General Administration & HR/Legal.

Assistant Finance Officer:

Essential qualification as per requirement of the post: B.Com (under 10+2+3 scheme) with CA/ICWS/Cost Accounting or equivalent. Consistently good academic record is required. MBA is an added advantage. Candidate should possess:- Experience: Minimum 5 years of post-qualification officer level experience in finance and accounts of a government department or public sector/autonomous academic institution of national repute, Applicants having experience in running finance and accounts office of large educational institutions will have an advantage. Sound practical exposure to advanced computer applications in the management of finance and accounts is desirable. A successful applicant is expected to independently manage the Finance and Accounts Office and advise the Vice Chancellor on managing funds. Good communication skill in English is essential.

Sports Coach for Boys and Girls:

Essential qualification as per requirement of the post: B.P.Ed. however M.P.Ed. will be given preference. For boys coach only male candidates and for girls coach only female candidates need to apply. Candidate should be able to handle Basketball, Volleyball, Handball, Cricket, and Badminton, as these facilities exists in the campus. Minimum three years of experience in a reputed university/institute. Recognized coaching results of the coach will be an added advantage and will be given preference. All coaches will work within the University requirements and guidelines.

Note: For all the above mentioned positions, the mere fulfilment of eligibility conditions will not entitle the person to claim the call for interview or the position.

(Registrar)