

Recruitment 2024

Teaching –

Assistant Professor Computer Science

Qualification:

- First class Master's degree in Computer Science/Information Technology.
- Candidate must be UGC (NET)/GATE qualified.
- PhD is desired.

Experience:

Minimum 2 Years of Teaching Experience

Non Teaching –

1. Placement Officer

Job Summary: The Placement Officer is responsible for managing and facilitating the employment placement process for students and Alumni. This role involves developing relationships with employers, organizing job fairs, summer internship and providing career counseling to help students secure job opportunities.

Key Responsibilities:

- Develop and maintain relationships with employers and industry professionals to create job opportunities for students.
- Organize and coordinate career fairs, workshops, and recruitment events.
- Provide career counseling, resume writing, and interview preparation services to students and alumni.
- Collaborate with academic departments to understand the employment needs and trends relevant to various fields.
- Track and report on placement statistics and employment outcomes.
- Conduct surveys and collect feedback from employers and students to improve placement services.

Qualifications:

- First class master degree in Human Resources/ Business Administration, or a related field.
 - Proven experience in career services, recruitment, or a related role.
 - Excellent communication, interpersonal, and organizational skills.
 - Strong networking abilities and knowledge of employment trends.
 - Proficiency in Microsoft Office Suite and relevant career services software.
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2. Administrative Officer

Job Summary: The Administrative Officer is responsible for overseeing and coordinating academic operations and administrative functions to ensure efficient and effective academic management. This role involves ensuring academic excellence, implementing educational strategies, and fostering a supportive environment for both students and staff.

Key Responsibilities:

- Provide strategic leadership and vision for the academic department, aligning educational programs with institutional goals and standards.
- Oversee the development, implementation, and evaluation of academic curricula and programs.
- Prepare and process documentation, reports, and correspondence.
- Ensure that academic programs meet accreditation standards and industry requirements.
- Handle phone calls, emails, and other communications.
- Supervise and support administrative staff, ensuring smooth office operations.
- Analyze data and feedback to make informed decisions and improvements in academic programs.
- Foster a positive and productive learning environment for students and faculty.
- Address academic concerns and provide guidance and support to students and faculty.
- Facilitate professional development opportunities for faculty and staff.
- Ensure compliance with institutional policies, regulations, and accreditation standards.
- Contribute to the development of the institution's strategic plan and academic vision.
- Prepare and present reports on academic performance, achievements, and challenges to senior management.
- Stay informed about trends and developments in education to ensure the institution remains competitive and innovative.
- Promote a culture of academic excellence, innovation, and continuous improvement.

Qualifications:

- Master's or Doctorate degree in Education, Academic Administration, or a related field..
 - Minimum 10 Years Experience in academic administration or a similar role.
 - Proficiency in office software (e.g., Microsoft Office, Google Workspace).
 - Demonstrated expertise in curriculum development, academic planning, and faculty management.
 - Strong analytical, organizational, and problem-solving skills.
 - Excellent communication and interpersonal skills with the ability to work effectively with a diverse group of stakeholders.
 - Proven ability to lead and inspire a team, manage complex projects, and drive academic excellence.
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3. Librarian

Job Summary: The Librarian is responsible for managing library resources, assisting patrons, and ensuring the effective delivery of library services.

Key Responsibilities:

- Manage and organize library collections, including acquisitions, cataloging, and preservation.
- Assist patrons with research, information retrieval, and the use of library resources.
- Develop and implement library programs, events, and workshops.
- Maintain and update library databases and systems.
- Collaborate with faculty and staff to support academic and research needs.
- Conduct outreach and promotional activities to enhance library use and services.

Qualifications:

- Master's degree in Library Science.
 - Minimum 10 Years experience at the post of librarian/Assistant Librarian.
 - Strong knowledge of library management systems and cataloging practices.
 - Excellent research, organizational, and interpersonal skills.
 - Ability to work independently and as part of a team.
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4. Social Media Manager

Job Summary: The Social Media Manager is responsible for developing, implementing, and managing social media strategies to enhance the organization's online presence and engagement.

Qualifications:

- Bachelor's degree in Marketing, Communications, or a related field.
- Proven experience in social media management and digital marketing.
- Strong knowledge of social media platforms, tools, and analytics.
- Excellent writing, editing, and communication skills.
- Creative and strategic thinking with attention to detail.

Key Responsibilities:

- Create and execute social media strategies across various platforms (e.g., Facebook, Twitter, Instagram, and LinkedIn) and handling SEO, CRM & other medium of website handling.
 - Develop and manage content calendars, including posts, images, and videos.
 - Monitor social media trends, audience engagement, and analytics.
 - Collaborate with marketing teams to align social media efforts with broader marketing objectives.
 - Manage social media advertising campaigns and budgets.
 - Respond to inquiries and engage with the online community to foster positive relationships.
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5. Network cum System Administrator

JOB DESCRIPTION:

Key Responsibilities:

- Administers systems and servers related to LAN and WAN (e.g. security, e-mail system, IP addressing, DNS, DHCP, filtering, proxies, backups, etc.) for the purpose of optimizing throughput, securing data, overseeing backup and recovery, and ensuring availability of services to authorized users and Maintaining, Installing, Trouble Shooting Microsoft & Linux Servers.
- Maintaining VMware 5.5 and the storage infrastructure
- Managing the Microsoft back-office systems and distributed WAN networks
- Tier III escalated end-user technical support issues
- Oversee the institutes's data communications and telecommunications systems, administrative network servers, and administrative network client systems including system planning, development, software distribution, operational control, monitoring and security
- Perform technical administration of the institutes's internet hosts and services, network systems and administrative servers
- Manage all network devices such as switches, routers, hubs, repeaters, modems, terminal servers, and print servers
- Develop and maintain documentation of the network cable plant and infrastructure for buildings, sites
- Recommend technical standards for data communications network infrastructure and devices
- Implement and monitor network management software, communications software, analysis software, and instruments
- Manage maintenance contracts for network infrastructure devices
- Managing & Installation of Servers, Firewalls.

- Educational Qualifications: Professional degree in Information Technology/Computer Science with Certifications in either of the below

Qualifications:

- Professional degree in Information Technology/Computer Science with Certifications in either of the below
ITIL, II, IAT, MCSE, SSL, CISSP, CASP, CCNP, CCNA, MCSA
 - Experience with network and system administration, including server management and troubleshooting.
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6. IT Lab Assistant

Job Summary: The IT Lab Assistant supports the operation and maintenance of IT labs, assisting students and staff with technical issues and ensuring the proper functioning of lab equipment.

Key Responsibilities:

- Assisting users with the operation of computer hardware, software, and peripherals
- Installing, maintaining, and troubleshooting computers, printers, and other equipment
- Keeping the computer lab clean and organized to ensure a productive working environment
- Monitor and maintain inventory of equipment and supplies
- Enforcing lab rules and procedures to ensure the safe and ethical use of computers and technology
- Providing technical assistance to students, faculty, or staff as needed.
- Keeping records of lab usage, equipment issues, and user feedback for continuous improvement.
- Scheduling lab use and coordinating with other staff or faculty
- Assisting in the development and delivery of user training materials and courses.
- Knowledge of Handling Microsoft Teams, Zoom, Webex & Other Online Meeting Platforms
- Must have worked on O365.
- CCTV knowledge is desired

Qualifications:

- Must be Graduate in Information Technology/Computer Science with relevant Certifications.
- Must have atleast 2 years experience in the same role.

7. Office Executive

Job Summary: The Office Executive provides administrative support and ensures the smooth operation of office functions.

Key Responsibilities:

- Manage day-to-day office operations, including handling correspondence and phone calls.
- Coordinate meetings, events, and travel arrangements.
- Prepare and process documents, reports, and presentations.
- Maintain office files and records, ensuring accuracy and confidentiality.
- Assist with office inventory management and ordering supplies.
- Support various administrative tasks as needed.

Qualifications:

- Bachelor's degree in any stream.
 - Minimum 2 Years of Experience.
 - Strong organizational and time-management skills.
 - Proficiency in office software (e.g., Microsoft Office, Google Workspace).
 - Excellent verbal and written communication skill
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