



SYMBIOSIS INTERNATIONAL (DEEMED UNIVERSITY)

Established under Section 3 of the UGC Act, 1956 | Re-accredited by NAAC with 'A' grade (3.58/4) | Awarded Category - I by UGC

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Proposed off-Campus, Nagpur

- SYMBIOSIS LAW SCHOOL
- SYMBIOSIS INSTITUTE OF BUSINESS MANAGEMENT
- SYMBIOSIS SCHOOL OF PLANNING, ARCHITECTURE AND DESIGN

Applications are invited for the following positions at each of these Institutes

Administrative Officer:

Postgraduate / Graduate with 15/21 years of relevant experience. Responsibilities will include planning, office correspondence, ERP, employee records, HR processes, budget, audits, purchase, asset management, policy implementation, general administration and academic administration like admissions, exams, students' activities.

Network / System Administrator:

Postgraduate / Graduate in related field with 5 years of experience and Certification. Responsibilities will include overall maintenance of networking / systems / computer lab equipment. Candidates with less experience / freshers will be considered for junior positions of IT Support / Lab Assistant.

Admissions / Eligibility Officer:

Postgraduate / Graduate with 10/15 years of relevant experience. Responsibilities will include analysis of prospective students' applications, implementation of policies for admission / eligibility.

Information Officer:

Postgraduate / Graduate with 10/15 years of relevant experience. Responsibilities will include maintaining institute data of students, staff, events, alumni, CSR activities, Internationalisation, etc.

Accountant / Deputy Accountant:

Postgraduate / Graduate with 3/8 years of relevant experience in accounting processes, proficient in tally & MS Excel, monitoring student fees/ deposits and submission of accurate data to central office. Candidates with less experience / freshers will be considered for junior position of Accounts Assistant.

Coordinator / Assistant Coordinator:

Postgraduate / Graduate with 3/8 years of experience in administration, coordination of examination / admission / academic / HR, office correspondence, student activities and departments of University. Candidates with less experience / freshers will be considered for junior position of Office Assistant. Proficiency in MS Office is mandatory.

Library In Charge:

Postgraduate with 5 years of hands on experience in library process, maintaining record of library books, other material and new arrivals and having knowledge of library software.

Library Assistant:

Graduate with 2 years of relevant experience.

Campus / Estate Supervisor and Warden - M/F: (Office of Campus Administrator)

Graduate with experience in maintenance of civil / electrical / water systems and housekeeping. Responsibilities of Warden will include students discipline and attendance, etc.

Skilled Tradesman: Candidates with related ITI / NCTVT / Certificate.

Instructor / Workshop Assistant (for School Of Planning, Architecture And Design):

Graduate / Diploma in relevant technical field with 3/5 years of work experience in related labs viz. Wood workshop, Metal workshop, Photography, Printing, Graphic and Industrial Design Computer Lab, Rapid Prototyping Lab, Environmental Lab, Material Museum, Acoustic Lab, CAD / CAM remote sensing Lab, Model making and Carpentry Workshop.

Candidates with certification and less experience / freshers will be considered for Skilled Attendant post.

Candidates with experience in the education field will be preferred. Salary will be commensurate with qualification and work experience.

It is mandatory to submit application online in the format prescribed, on the 'Careers Section' of siu.edu.in, specifying the position applied for. Last date for submission of application is 1st March, 2019.

Dr. M. S. Shejul, Registrar