

JOB TITLE	Office Superintendent	DEPARTMENT	Academic
REPORTS TO	Assistant Registrar- Academic	Level of 7th CPC	7
LOCATION	Jaipur	DIVISION	Non-Teaching (NT)

JOB DESCRIPTION AND RESPONSIBILITIES

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<ul style="list-style-type: none">• Management and Execution of Academic Processes & Policies• Routine email communications with students/staff/faculty members• Routine academic processes including documentation (MS Office)/digitization/filing etc.• Data Management through ERP, MS-Word, MS-Excel, Google Forms etc.	

QUALIFICATIONS

<p>a) Educational Qualifications</p> <p>a) First class Bachelor's Degree or equivalent grade from a recognized University or Institute in any discipline with minimum.</p> <p style="text-align: center;">OR</p> <p>Master's Degree from a recognized university or institute with excellent academic record.</p> <p>b) Computer Application course of at least 1 year or computer as part of degree/PG level</p> <p>B) Experience</p> <p>5 years of relevant experience after receiving the Highest degree in a reputed Industries / Company /Corporation in a similar capacity.</p> <p>a) Age</p> <p>Preferably below 36 years</p>
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