

Personal Secretary to VC, DSEU

1.	Name of Position	Personal Secretary
2.	Number of Positions	1 (One)
3.	Method of Recruitment	On Contract basis
4.	Age limit	Candidate should be below 35 years of age as on the date of advertisement
5.	Period of contract	One Year (may be extended further based on discretion of the University)
6.	Remuneration (per month)	Rs. 40,000/-
7.	Education qualification	Essential Bachelor's Degree (Min 55% marks) from a recognized Board/ University or equivalent qualification from a recognized Board/ University
8.	Experience	Essential Minimum 2 years of experience with a reputed organization. Desirable: <ul style="list-style-type: none">• Knowledge and understanding of Administrative and offices practices• Prior experience in a similar position.• Knowledge of Computer Operations, Email, MS Office is desirable.• Excellent communication and interpersonal skills

IT Support Executive

1.	Name of Position	IT Support
2.	Number of Positions	2 (Two)
3.	Method of Recruitment	On Contract Basis
4.	Age limit	Candidate should be below 35 years of age as on the date of advertisement
5.	Period of contract	One Year (may be extended further based on

		discretion of the University)
6.	Remuneration (per month)	Rs. 40,000/-
7.	Education qualification	<p><u>Essential</u> Bachelor's Degree in Computer Science/Information Technology/Computer Application/Equivalent (Min 55% marks) or Diploma in Computer Engineering/IT (Min 55% marks) from a recognized Board/University or equivalent qualification from a recognized Board/ University</p>
8.	Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> ● Candidates with Bachelor's Degree should have Minimum 2 years of experience with a reputed organization. ● Candidates with Diploma should have Minimum 4 years of experience with a reputed organization. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> ● Knowledge and understanding of Computer Software and Hardware ● Good understanding of Installation and Maintenance of Software and Hardware ● Knowledge of Computer Operations, Email, MS Office is desirable. ● Excellent communication and interpersonal skills