

## Non -Teaching Staff Recruitment

### 1. Chief Proctor

#### Qualifications/Experience

- PG Degree in any discipline
- Minimum 10 years Experience in similar positions at reputed institutions.
- Ex- army man will be preferred.

### 2. System Administrator

#### Qualifications/Experience

- M.Tech. / MCA Degree with minimum 10 years of hands-on experience.

### 3. Network Engineer

#### Qualifications/Experience

- M.Tech / MCA /B. Tech in CSE/IT
- Minimum 1-2 years Experience in similar positions at reputed institutions preferred.

### 4. Maintenance Engineer

#### Qualifications/Experience

- B. Tech in Civil Engineering/ Diploma in Civil / Mechanical / Electrical Engineering
- Minimum 1-2 years Experience in similar positions at reputed institutions preferred.

### 5. Programmer

#### Qualifications/Experience

- B. Tech / M.Tech – (CSE/IT) / MCA/M.Sc. (CS/IT)
- Minimum 1-2 years Experience in similar positions at reputed institutions preferred.

### 6. Graphic Designer

#### Qualifications/Experience

- Graduate in any discipline
- Degree / Diploma in Graphic Designer
- Minimum 1-2 years Experience in similar positions at reputed institutions preferred

## **7. Physical Instructor**

### **Qualifications/Experience**

- Bachelor / Master Degree in Physical Education with specialization in diverse sports and games.
- Should have passion for sports education and evoke interest, enthusiasm & self-discipline among students.
- Experience in similar positions at reputed institutions preferred.

## **8. Student Counselor/Psychological Counselor**

### **Qualifications/Experience**

- PG Degree in Psychology with minimum 5 years of experience

## **9. Hostel Warden**

### **Qualifications/Experience**

- Graduate in any discipline with basic computer knowledge
- Ex- army man will be preferred.
- Experience as a hostel warden preferred.

## **10. Placement Officer**

### **Qualifications/Experience**

- PG Degree in Management (MBA-HR)
- Minimum 5 years of experience as a Placement Officer in a reputed University
- Ph.D degree is desirable

## **11. Law Officer**

### **Qualifications/Experience**

- PG Degree in Law from a University of repute.
- Registration in the concerned Bar Council or the affiliated Bar Association recognized by the Bar Council of India.
- Minimum two years of practice experience certificate issued/Certified by Bar Council/Bar Association.

## **12. Accountant**

### **Qualifications/Experience**

- PG Degree in M.Com. / MBA
- Minimum 4-5 years of experience as a Accountant in a reputed organization
- Good knowledge of M.S Excel / Tax / GST / TDS

Interested candidates may send their CV attaching appropriate supporting documents to the Email ID:

[director.ncr@srmist.edu.in](mailto:director.ncr@srmist.edu.in) / [hr.ncr@srmist.edu.in](mailto:hr.ncr@srmist.edu.in)