

System Administrator:

Qualifications: 1. MCA with minimum of 60% marks OR B.E. / B.Tech in Computer Sc. / Eeng. / Technology with minimum of 60% marks OR M.Sc. (Computer Science / Computer Software) with minimum of 60% marks

2. Minimum 2 (Two) years of relevant experience of managing Campus-wide Network or Enterprise Network & Network Security / Monitoring

3. Minimum 2 (Two) years of experience in configuring & managing mail server, web server, proxy server, DNS, DHCP & Open Source.

Salary will be determined by Higher Education Institute Society on the suitability of the Candidate.

Administrative Officer:

Minimum Graduate with relevant experience of managing the government office . Only retired person from the position of Superintendent/Administrative Assistants should come for the interview.

Job Profile: Maintenance of Service Records, Wage & Salary Administration Employee Welfare Management of Contract Employees Leave Records Performance Management Maintenance of University records of students Legal & Vigilance activities General Administration, Purchase & Housekeeping Student / Hostel related activities , Preparation of University returns of students etc.

Salary will be determined by Higher Education Institute Society on the suitability of the Candidate.

Clerk

Qualifications: Qualification (Graduation) with minimum two years experience of working in office. Computer Type/Shorthand knowledge is essential. Knowledge of networking of computers, is also required. Salary DC Rates for Graduates.

Peon:

Qualification: matric. Salary: DC Rates.