



VACANCIES: SUPPORT STAFF

Applications are invited for multiple open positions from qualified candidates having domicile of Andhra Pradesh, Karnataka, Kerala, Tamil Nadu, Telangana, Maharashtra and North Eastern States for recruitment to the following positions at Sharda University, Greater Noida, NCR:

Position	Desired Experience & Qualification	Emoluments (Maximum)	Vacancies
(i) Hostel Assistant(for boys & girls hostel) (ii) Hostel Executive(for boys & girls hostel) (iii) Assistant Warden (for boys & girls hostel)	<ul style="list-style-type: none">❖ Post Graduate with experience of (i) More than 3 years for Hostel Assistant (ii) More than 5 years for Hostel Executive. (iii) More than 7 years for Assistant Warden.❖ Should have good experience in administering the students.❖ Shall take care of the discipline of the hostel and maintain healthy and hygienic environment.❖ Shall maintain overall ambiance of the hostel premises and to ensure proper maintenance and cleanliness of the rooms and hostel premises through the provided staff.❖ Required to stay (without family) in hostel on full time basis.❖ Shall be provided free accommodation in hostel, food & fixed amount CUG SIM.❖ Should be fluent in English communication & good knowledge of computer based skills.	Consolidated Rs 18,000/- for (i), Rs 21,100/- for (ii) & Rs 25,000/- for (iii) per month.	8
Executive Assistant (a) Admin Section (b) Finance Section	<p>(a) Post Graduate with 50% marks and experience of more than 3 years.</p> <ul style="list-style-type: none">❖ Excellent Communication & Drafting skills.❖ Proficient in ERP Software & Advanced MS Excel.❖ Shall be provided free accommodation in hostel (without family) till probation period. <p>(b) Post Graduate with 50% marks and experience of more than 3 years.</p> <ul style="list-style-type: none">❖ Filing (GST 3B return, GSTR-1, GSTR-2) of GST Return.❖ TDS calculation.❖ TDS return filing.❖ Proficient in ERP Software & MS Excel.❖ Shall be provided free accommodation in hostel (without family) till probation period.	Consolidated Rs 18,100/-per month (including ESI). On successful completion of probation/1 st year of service, whichever is later, salary may be revised upto 21,100/-.	6
Lab Assistant	<ul style="list-style-type: none">❖ Post Graduate with 50% marks and experience of more than 3 years for below specialization- (i) Agriculture (ii) Computer Science	Consolidated Rs 18,100/-per month (including ESI).	7

	(iii)Mechanical (iv) Bio Tech (v)Pharmacy (vi)Chemistry (vii)Civil (viii)Physics ❖ Good Communication & Drafting skills. ❖ Proficient in relevant Software & Advanced MS Excel. ❖ Shall be provided free accommodation in hostel (without family) till probation period.		
Sub Fire Officer	❖ Post Graduate with 50% marks and experience of more than 10 years relevant field. ❖ Diploma in Fire Safety Engineering from Indian Institute of Fire Engineering (IIFE), Nagpur. ❖ Good Communication & Drafting skills. ❖ Proficient in relevant Software & Advanced MS Excel. ❖ Shall be provided free accommodation in hostel (without family) till probation period.	upto Gross Rs. 30,000/-per month.	3

Age limit: upto 50 years.

Selection Process: The shortlisted candidates shall be interviewed through face to face/online interview.

How to apply: Interested candidates can apply online by clicking here- [Click here to Apply.](#)