



SOUTH ASIAN UNIVERSITY

New Delhi

(A University established by SAARC nations)



NON TEACHING POSITIONS

Advertisement No.: 01/2012

South Asian University (SAU), established by SAARC Member Nations (Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka), is to be a unique seat of learning, research and creativity for the citizens of the region. The SAU offers postgraduate programmes in various disciplines to students from all SAARC countries. The University is looking for highly committed and technology savvy non-teaching personnel who have strong interpersonal skills, experience of using computational tools and the ability to interact effectively with a culturally and ethnically diverse population of students, faculty and staff. For everyone who joins SAU at any level, multi-tasking, missionary zeal and individual accountability are expected to become inescapable organizational pre-requisites. The University offers highly attractive salaries and benefits. It invites applications, in the prescribed form, from the eligible candidates possessing the prescribed qualifications and required experience for the following positions:

<ul style="list-style-type: none">▪ Director (Finance) - 01 [Gr. IA]▪ Director (Admissions & Examinations) - 01 [Gr.IB]▪ Librarian - 01 [Gr.1B]▪ Deputy Registrar - 03 [Gr.II]▪ Deputy Director (ICT) - 01 [Gr.II]▪ Executive Engineer (Civil & Electrical) - 01 each [Gr.II]▪ Medical Officer - 01 [Gr.III]▪ Public Relations Officer (PRO)/Media Officer - 01[Gr.III]▪ Assistant Registrar - 07 [Gr. III]▪ Research Officer - 01 [Gr. IV]▪ Senior Technical Assistant - 01 [Gr. IV]▪ Junior Engineer (Civil & Electrical) - 01 each [Gr.V]▪ Technical Assistant (CIF) - 02 [Gr. V]▪ Security Officer - 01 [Gr.V]	<ul style="list-style-type: none">▪ Senior Assistant (Admissions & Examinations) -01 [Gr.V]▪ Executive Assistant /Senior Assistant - 06 [Gr.V]▪ Professional Assistant - 03 [Gr.V]▪ Receptionist - 02 [Gr.VI]▪ Nurse - 01 [Gr.VI]▪ Faculty Assistant - 01 [Gr.VI]▪ Assistant / House Keeping - 01 [Gr.VI]▪ Assistant / Administration - 01 [Gr.VI]▪ Personal Secretary/Junior Executive Assistant- 02 [Gr.VI]▪ Lab Assistant (ICT) - 01 [Gr.VII]▪ Office Assistant (Caretaker) - 01 [Gr. VII]▪ Laboratory Attendant - 01 [Gr. VIII]▪ Multi Skilled Staff - 03 [Gr. VIII]
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For full details of qualifications, age and other criteria for each position along with the application procedure, please visit the University's website www.southasianuniversity.org. Applications complete in all respects, should be received at SAU by **16th April 2012**.