

# South Asian University

An International University Established by  
the Governments of SAARC Nations in 2008

Date: 07/05/2026

## WALK-IN-INTERVIEW (Through Outsourced Agency Only)

The Walk-in-Interview is scheduled to be held on **15<sup>th</sup> May, 2026 (Friday) at 10:30 AM** onwards in the Ground Floor, Administrative Block, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 for the following outsourced position(s): -

### 1. ASSISTANT-TRAINING & PLACEMENT OFFICER (ATPO)

Educational Qualification(s)	<b>Essential:</b> Graduation in any discipline from a recognized University/Institution. <b>Desirable:</b> Post-graduate degree in Management, Law, Social Sciences, International Relations, or a related discipline from a recognized University.
Experience	Minimum of two (2) years of working in a university of repute/ Higher Education Institution/ Industry Chamber.
Desirable Skills:	<ul style="list-style-type: none"><li>• Experience in placement, training, outreach, or industry liaison in a higher education institution.</li><li>• Strong communication, coordination, and stakeholder management skills.</li><li>• Ability to work in a multicultural and international academic environment.</li><li>• Proficiency in MS Office and digital outreach platforms such as LinkedIn and Data software/Application Tools.</li></ul>
Additional Attributes	<ul style="list-style-type: none"><li>• Pleasing personality with strong relationship-building abilities</li><li>• Willingness to work on weekends or holidays when required during placement seasons or major events</li><li>• Demonstrated ability to work collaboratively with faculty, students, and industry partners</li></ul>
Age limit	20 to 45 years
Proposed remuneration (in INR)	Rs. 30,000/- to 50,000/- Per month commensurate with experience.
Role and Responsibilities	<ul style="list-style-type: none"><li>• The Assistant Training &amp; Placement Officer will plan, coordinate, and manage internship and placement activities for students of South Asian University. The role focuses on building meaningful relationships with employers, supporting students career readiness, and strengthening the University's presence among recruiters at national and international levels. A strong emphasis will be placed on institutional outreach and sustained industry engagement.</li><li>• Plan, coordinate, and oversee internship, placement, and career development activities of the University.</li><li>• Undertake institutional outreach to corporates, law firms, PSUs, international organizations, NGOs, think tanks, and multilateral institutions.</li><li>• Establish and maintain employer linkages through regular engagement, MoUs, and collaborations.</li><li>• Organize pre-placement talks, recruitment drives, job fairs, alumni interactions, and industry interface programmes, On Campus Drives.</li></ul>

	<ul style="list-style-type: none"> <li>• Organize Summer Internships for management, Economics, Sociology, Law, IR &amp; Engineering students, Coordinate with academic departments to align placements, internships, entrepreneurship initiatives, and industry engagement activities with programme objectives and student learning outcomes.</li> <li>• Organize entrepreneurship workshops, startup competitions, and linkages with incubators, accelerators, and entrepreneurship ecosystems.</li> <li>• Coordinate with academic departments to align placements with programmes objectives and student outcomes.</li> <li>• Facilitate student career preparedness, placement processes, and employer interactions.</li> <li>• Maintain placement records, outreach data, employer feedback, and periodic reports.</li> <li>• Represent the University in industry forums, academic events, and outreach activities.</li> <li>• Any other duties/work assign by Higher Officers/Competent Authority.</li> </ul>
--	--

## 2. PURCHASE EXECUTIVE

Educational Qualification(s)	Bachelor's degree in any discipline from a recognized University.  <b>Desirable Qualifications:</b> Diploma in Material management from a recognized University/Institution/Board
Work Experience	Minimum 08 years of experience in relevant field (i.e. Purchase/Store)
Age limit	20 to 45 years
Proposed remuneration (in INR)	Rs. 25,000 to 50,000/- per month commensurate with experience
Brief duties (if any)	Assist in procurement Goods/Services as per GFR-2017 and as per Purchase & Store Manual of the University. The candidate should have good knowledge in procurements Goods/Services in GeM and execution orders in online platforms.

## 3. OFFICE ASSISTANT/DATA ENTRY OPERATOR

Educational Qualification(s)	Bachelor's degree in any discipline from a recognized University.
Work Experience	Minimum 02 years of experience in relevant field.
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.

## 4. COUNSELOR-I [FOR ADMISSION & EXAMINATION DIVISION]

Educational Qualification(s) & Work Experience	<ul style="list-style-type: none"> <li>• Bachelor's degree in any discipline (Preference for Psychology, Education, or marketing backgrounds) from recognized University/Institution.</li> <li>• Desirable: 02 years of experience in Counselling or Marketing.</li> <li>• Proficiency in MS Office (Excel, Word etc.)</li> <li>• Strong communication, interpersonal, and presentation skills.</li> </ul>
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.

**5. LIBRARY ASSISTANT**

Educational Qualification(s)	Bachelor's degree in Library Science from a recognized University
Work Experience	Preferably have work experience in academic libraries, with sound knowledge of library classification and cataloguing, as well as proficiency in office apps and library software.
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.

**6. MULTI-SKILLED STAFF (MTS)**

Educational Qualification(s)	Passed Matriculation (Class-10 <sup>th</sup> ) or equivalent qualification from a recognized board/institute/university.
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 22,000/- per month.

**7. MESS SUPERVISOR**

Educational Qualification(s)	Bachelor's degree in any discipline from a recognized University.
Work Experience	Upto 05 years of experience in Hostel/Mess/Canteen/Hotel/Catering Unit as supervisory work and cash Handling with knowledge of maintenance of necessary records.
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 25,000 to 30,000/- per month commensurate with experience.

**8. ROTI MAKER**

Educational Qualification(s)	Passed class 8 <sup>th</sup> from any Recognized Institution.
Work Experience	At least 02 Years of Experience in Chapati/Roti Making.
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 22,000/- per month.

**9. WAITER**

Work Experience	At least 01 Year of Experience in serving food in Hostel/Mess/Canteen will be preferred.
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 22,000/- per month.

Interested candidates are required to appear for the interview with an **updated CV, along with the originals and photocopies of all supporting documents like educational/professional qualifications, experiences, identity proofs (PAN Card/Aadhaar Card etc.)**. Candidates are required to report at 09:15 AM at RECEPTION, Admin. Building on the date(s) as mentioned above.

The University may relax upper age limit to the experienced and qualified candidates for various outsourced positions. Further, exceptional candidate(s) may be offered higher remuneration based on qualifications & experience.

The number of positions may increase or decrease as per the requirement of the University.

**Note: No TA/DA will be paid for attending the interview.**

\*\*\*\*\*

**(REGISTRAR)**