

South Asian University

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

Date: 31/07/2026

WALK-IN-INTERVIEW

(To be deployed through outsourced agency only)

The Walk-in-Interview is scheduled to be held on **11/08/2026 (Tuesday) 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) to be deployed through outsourced Agency only:

1. HOSPITALITY MANAGER

Number of position(s)	01
Educational Qualification(s)	A Bachelor's degree in Hospitality Management from a recognized University. Desirable Qualification: BHM
Work Experience	Minimum 05 years of relevant experience of working in reputed Hospitality Firm/Company/Hotel etc.
Age limit	22 to 45 years.
Proposed remuneration (in INR)	Rs. 45,000 to 55,000/- per month commensurate with experience
Brief duties (if any)	1. To supervise hospitality and catering arrangements during official events and programs. He/she will serve as a liaison between the concerned department and the caterer and would oversee; (a) Adherence to approved rates and menu (b) Maintenance of hygiene and service standard (c) Compliance with dress code and service norms (d) Timely delivery of services 2. He/she will also supervise all Mess/Canteen etc. as per the requirement of the University and overall quality and coordination of hospitality arrangement. 3. Further, the Hospitality Official will also supervise all Mess/Canteen etc. as per the requirement of the University.

2. RESEARCH ASSISTANT (For R&D DIVISION)

Number of position(s)	01
Educational Qualification(s)	Post-graduation in Science or Engineering from a recognized University. Preference shall be given to candidate having Ph.D degree in any discipline of Science or Engineering
Work Experience	Some relevant experience in the concerned field.
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 45,000 to 55,000/- per month commensurate with experience.

3. ACCOUNT ASSISTANT (For FINANCE DIVISION)

Number of position(s)	01
Educational Qualification(s)	B. Com/ BBA degree in any discipline from a recognized University. Additional Qualification: Certificate in Tally Prime.
Work Experience	Minimum 03 years of relevant experience of working in Finance Department of a Government Educational/ Institution/ University.
Skills	(a) Computer Skills: Proficiency in MS Excel and MS Word. (b) Other Skills: Knowledge of noting & drafting and good command of English (written and spoken)
Age limit	20 to 45 years.
Proposed remuneration (in INR)	Rs. 40,000 to 45,000/- per month commensurate with experience
Brief duties (if any)	• Bank reconciliation and related accounting work. • Processing and Preparation of student scholarship cases, including data entry, verification of documents and record maintenance. • Uploading and maintaining JRF/SRF Fellowship documents and related records. • Assisting in day-to-day activities of the Finance Department • Any other work assigned by the Finance Department from time to time

4. COUNSELOR [FOR ADMISSION & EXAMINATION DIVISION]

Number of position(s)	01
Educational Qualification(s)	• Bachelor's degree in any discipline (preferably in Psychology, Education, or marketing) from recognized University/Institution.
Work Experience	• 02 years of minimum experience in Counselling or Marketing in reputed educational institutions/colleges/universities. • Proficiency in MS Office (Excel, Word etc.) Strong communication, interpersonal, and presentation skills
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.

5. AUDIO/VIDEO OPERATOR [For ICT DIVISION]

Number of position(s)	01
Educational Qualification(s)	Diploma/Degree from recognized University/Institution.
Work Experience	1-5 years of experience in operating and maintaining meeting and conference Audio Video equipment and organizing online meeting. Additional Skill Desirable: Video editing tools, sound systems, camera handling.
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.
Duties	• Operate: Cameras, audio systems, studio equipment • Handle: Recording, editing, post-production • Manage: Live streaming, events, lectures recording • Maintain: AV systems in classrooms/studios • Support: Media production, university events.

6. LINUX/ SYSTEM ADMINISTRATOR [For ICT DIVISION]

Number of position(s)	01
Educational Qualification(s)	Bachelor degree from recognized University/Institution.
Work Experience	• 2-5 years of experience • Skills: Linux • Networking, scripting • Server & infrastructure management • Installation & maintenance of Proxmox or any other Linux based cluster
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 50,000 to 60,000/- per month commensurate with experience.
Duties	• Manage Linux servers • Install, configure, and maintain: OS, servers, applications • Monitor: System performance, uptime, logs • Perform: Backup, recovery, patching, security updates • Manage: User accounts, permission, firewall, antivirus • Troubleshoot: Network & system issues, Plan infrastructure improvement & automation

7. TECHNICAL ASSISTANT [For ICT DIVISION]

Number of position(s)	01
Educational Qualification(s)	Bachelor degree from recognized University/Institution.
Work Experience	• 2-5 years of experience in IT support/system handling • Skills required: Networking, troubleshooting, hardware/software knowledge Communication & problem-solving ability • Knowledge of operating Audio equipment • Linux installation and management
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 35,000 to 45,000/- per month commensurate with experience.
Duties	• Installation & maintenance of computers, servers, LAN/WAN networks • Provide technical support to faculty, students, and staff • Manage hardware, software, printers, AV equipment (projectors, etc.) • Troubleshoot network issues, connectivity, and system errors • Assist in lab setup, classrooms IT infrastructure • Website/email support and basic system administration • Handle backup, server integration, and system monitoring

8. MESS SUPERVISOR

Number of position(s)	01
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.

9. COOK (RASOIYA)

Number of position(s)	01
Educational Qualification(s)	Passed class 8 th from any Recognized Institution Institute.
Work Experience	At least 03 years of experience in Cooking in a Hostel/Mess/Canteen/Hotel.
Age limit	18 to 35 Years.

10. WAITER / HELPER

Number of position(s)	06
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.

11. MULTI-SKILLED STAFF (MTS) (for future needs)

Number of position(s)	01
Educational Qualification(s)	Passed Matriculation (Class-10 th) or equivalent qualification from a recognized board/institute/university.
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.

ASSISTANT REGISTRAR (SG)- ADMIN