

South Asian University

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

Date: 20/08/2026

WALK-IN-INTERVIEW

(To be deployed through Outsourced Agency only)

The Walk-in-Interview is scheduled to be held on **27/08/2026, Thursday 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. 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

2. 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.
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3. 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

4. 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.

5. 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.
Proposed remuneration (in INR)	Rs. 24,000/- per month

6. WAITER /HELPER

Number of position(s)	03
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.

ASSISTANT REGISTRAR (SG)- ADMIN