

South Asian University

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

Date: 24/08/2026

REVISED WALK-IN-INTERVIEW ***(To be deployed through an Outsourced Agency only)***

The Walk-in-Interview scheduled for 27.08.2026 (Thursday) is hereby postponed for administrative reasons.

The Revised Walk-in-Interview has been rescheduled and to be held on **02.09.2026 at 10:30 AM** onwards in the Ground Floor, Administrative Block, South Asian University, Gaushala Road, Maidan Garhi, New Delhi-110068 for the following outsourced position(s) to be deployed through the outsourced Agency only: -

1. ACCOUNT ASSISTANT

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.

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	Up to 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 a Hostel/Mess/Canteen will be preferred.
Age limit	20 to 45 Years.
Proposed remuneration (in INR)	Rs. 22,000/- per month.

7. NURSE [Male]

Number of position (s)	01 [Male]
Educational Qualification(s)	GNM from a recognized University. Desirable Qualifications: B.Sc. Nursing from a recognized University is desirable.
Work Experience	Minimum 03 years of experience in the concerned field.
Age limit	20 to 40 Years.
Proposed remuneration (in INR)	Rs. 35,000/- per month.
Brief duties (if any)	OPD, Emergencies, First Aid, ECG Machine handling etc.

8. SOFTWARE DEVELOPER [For ICT DIVISION]

Number of position (s)	01
Educational Qualification(s)	Bachelor's degree from a recognized University/Institution.
Work Experience	• 2-4 years of experience • Skills: Programming (PHP/Java/Python/React) • Web technologies (HTML, CSS) • CMS such as Wagtail, Drupal
Age limit	20 to 45 Years
Proposed remuneration (in INR)	Rs. 50,000 to 60,000/- per month commensurate with experience.
Duties	Develop and maintain web applications

	Work on: Frontend + backend development Plugins/modules development Website maintenance & update Maintain documentation and updates Designing Frontend
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9. GRAPHIC DESIGNER [For Media & PR Office]

Number of position (s)	01
Educational Qualification(s)	Bachelor's degree from a recognized University/Institution.
Work Experience	Fresher, 1-2 years of relevant experience is desirable.
Age limit	20 to 40 Years
Skills	Proficiency in Adobe Illustrator, Adobe Photoshop, and Adobe InDesign
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.
Duties	Designing posters, banners, standees, brochures, flyers, advertisements, and other promotional materials for university events and activities.

10. Laboratory Assistant [For FLSB]

Number of position (s)	01
Educational Qualification(s)	Bachelor's degree in any area of basic/ biomedical sciences from a recognized Institution and/or diploma in Medical Laboratory Technology with at least 55% marks or equivalent grades.
Work Experience	3 to 5 years' experience of working in Life Sciences/ Biotechnology/ Bio-Medical Laboratories
Age limit	Preferred Maximum age 35 years
Proposed remuneration (in INR)	Rs. 25,000 to 35,000/- per month commensurate with experience.
Duties	The Laboratory Assistant will help in establishment of the laboratories of the Faculty and will be responsible for their maintenance. He/she will ensure that all equipment in the laboratories are regularly serviced and remain in perfect working order. He/she will maintain inventories of laboratory supplies and render help to students using the laboratory. The laboratory assistant will perform other duties as per the instructions of the Dean of the Faculty.

11. Laboratory Attendant [For FLSB]

Number of position (s)	01
Educational Qualification(s)	Should have passed high school (12 th Class) minimum.
Work Experience	3 to 5 years' experience of working as attendant in laboratories.

Age limit	Preferred Maximum age 35 years
Proposed remuneration (in INR)	Rs. 22,000 to 25,000/- per month commensurate with experience.
Duties	The Laboratory Attendant will be responsible for keeping clean the laboratory desks, laminar-flow and chemical hoods. He/she will do glassware washing and sterilization. He/she will also help in the upkeep of laboratory animals. The laboratory attendant will perform other duties as per the instructions of the Dean of the Faculty; and perform other related duties and special projects as assigned or directed.

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 the **Reception**, Administrative Building on the date(s) as mentioned above.

The University may relax the upper age limit for 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 requirements of the University.

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

ASSISTANT REGISTRAR (SG)- ADMIN