# South Asian University

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

**Date: 23rd November, 2026**

**Walk-In-Interview**

**(To be deployed through an outsourced agency)**

The walk-in interview is scheduled on **04-12-2026 (Friday) at 10:30 AM** onwards at Ground Floor, Administrative Block, South Asian University, Gaushala Road, Maidan Garhi, New Delhi-110068 for the following outsourced position(s) to be deployed through an outsourced agency: -

## 1. ASSISTANT RESEARCH OFFICER [R&D DIVISION]

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| Number of position(s) | **01** |
| Educational Qualification(s) | Post-graduation in Science or Engineering from a recognized University.<br>Preference shall be given to candidates having Ph.D degree in any discipline of Science or Engineering |
| Work Experience desirable | 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. |

## 2. CONTENT CREATOR [MEDIA & PR]

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| Number of position (s) | **01** |
| Educational Qualification(s) | Graduate degree in any discipline from a recognised university/institution. |
| Work Experience | Upto 5 years of experience in content writing, editing, journalism, communications or a related field will be considered. |
| Age limit | 20 to 45 Years |
| Skills | Excellent command of written and spoken English; strong writing, editing and proofreading skills; ability to understand and interpret research papers and academic publications; ability to develop clear, accurate and engaging content; strong research and information-gathering skills; ability to adapt content for academic, institutional and general audiences. |
| Proposed remuneration (in INR) | Rs. 45,000-50,000/- per month, commensurate with experience. |

## 3. GRAPHIC DESIGNER [MEDIA & PR]

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| Number of position (s) | **01** |
| Educational Qualification(s) | 10+2 passed and above from a recognized University/Institution.<br>**Desirable:** Diploma in designing |
| Work Experience | Fresher. 1 year of relevant experience is desirable. |
| Age limit | 20 to 45 Years |
| Skills | Proficiency in Adobe Illustrator, Adobe Photoshop, and Adobe InDesign |
| Proposed remuneration (in INR) | Rs. 25,000-35,000/- per month, commensurate with experience. |
| Duties | Designing posters, banners, standees, brochures, flyers, advertisements, and other promotional materials for university events and activities. |

## 4. SYSTEM ADMINISTRATOR [FET]

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| Number of position(s) | **01** |
| Educational qualification | B.E./B.Tech. in Computer Science or Electronics Engineering<br>**Alternative qualification**<br>MCA, M.Sc. Computer Science or M.Sc. – IT<br>**Desirable certification**<br>CCNA/CCNP, RHCE, Microsoft, VMware, cybersecurity or equivalent |
| Work Experience | 7–10 years of relevant experience |
| Technical knowledge | Server administration, Linux/Windows, Active Directory, virtualization, storage, networking, firewalls, cybersecurity and databases |
| Essential technical competencies | • Administration of Windows Server and Linux environments.<br>• Active Directory, DNS, DHCP, LDAP and authentication systems.<br>• Enterprise LAN, WAN, VLAN, routing and switching.<br>• Firewall administration, VPN and network security.<br>• Virtualization, cloud infrastructure and storage management.<br>• Server monitoring, backup and disaster recovery.<br>• Database and application server administration.<br>• Cybersecurity, vulnerability management<br>• Windows and Linux installation and administration.<br>• Computer laboratory management.<br>• Basic server monitoring and backup operations. |
| Age limit | 30 to 45 Years |
| Proposed remuneration (in INR) | Rs. 60,000-75,000/- per month, commensurate with experience. |
| Duties/Responsibilities | 1. Manage and maintain the university's Desktop, laptop, and server infrastructure.<br>2. Ensure uninterrupted availability of network, internet and enterprise IT services.<br>3. Manage virtualization, storage, backups and disaster recovery.<br>4. Implement cybersecurity policies and monitor security incidents.<br>5. Manage university-wide authentication, user accounts and access control.<br>6. Monitor IT infrastructure performance and capacity.<br>7. Prepare technical specifications for procurement of IT infrastructure.<br>8. Coordinate with ISPs, OEMs and IT service providers.<br>9. Provide technical leadership and guidance to ICT support personnel.<br>10. Perform other ICT-related duties assigned by the competent authority. |

## 5. SENIOR TECHNICAL ASSISTANT (COMPUTER SCIENCE) [FET]

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| Number of position(s) | **01** |
| Educational qualification | B.E./B.Tech. in Computer Science, Computer Engineering, IT or Electronics<br>**Alternative qualification**<br>MCA or M.Sc. Computer Science/IT<br>**Desirable certification** |

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| | CCNA, Microsoft, Network+, Linux or equivalent |
| Work Experience | 5–10 years of relevant experience |
| Technical knowledge | Hardware, software, networking, databases, Windows, iOS, and Linux |
| Essential technical competencies | • Installation and maintenance of computers and peripherals.<br>• Hardware and software troubleshooting.<br>• LAN, Wi-Fi and basic network management.<br>• Windows and Linux installation and administration.<br>• Printer, scanner and projector maintenance.<br>• Computer laboratory management.<br>• Basic server monitoring and backup operations.<br>• User support, ticket management and IT inventory. |
| Age limit | 30 to 45 Years |
| Proposed remuneration (in INR) | Rs. 55,000-65,000/- per month, commensurate with experience. |
| Duties/Responsibilities | 1. Provide technical support to faculty, staff and students.<br>2. Maintain desktop computers, laptops and printers.<br>3. Install and configure operating systems and applications.<br>4. Maintain computer laboratories and classroom IT equipment.<br>5. Assist in LAN, Wi-Fi and network troubleshooting.<br>6. Maintain hardware and software inventories.<br>7. Assist in server monitoring, backup and routine maintenance.<br>8. Maintain IT helpdesk records and resolve user complaints.<br>9. Assist in the installation and maintenance of audio-visual equipment.<br>10. Perform other ICT-related duties assigned by the competent authority. |

## 6. PROFESSIONAL ASSISTANT [LIBRARY]

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|---|---|
| Number of position(s) | **02** |
| Educational Qualification(s) & Experience | Graduation in Library Science/Library & Information Science with at least 50% Marks from a recognized University, plus at least 5 years' experience as a Library Professional in a Library of repute and good knowledge of cataloguing, classification, indexing and Library software applications. The candidates must have good interpersonal skills and the ability to communicate effectively; good knowledge of computer applications and internet experience with computational tools, databases, web applications, and technology-based library information systems; and the ability to interact with a culturally and ethnically diverse population of students, faculty, and staff. |
| Age limit | 40 years maximum |
| Proposed remuneration (in INR) | Rs. 72,000/- per month |

## 7. TECHNICAL ASSISTANT (LIBRARY & DOCUMENTATION) [LIBRARY]

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|---|---|
| Number of position(s) | **02** |
| Educational Qualification(s) & Experience | Bachelor's degree in Library Science with at least 50% marks or equivalent grades, plus 3 to 5 years related professional experience as a Library professional in a large academic library. A successful candidate must have thorough knowledge of library classification and cataloguing rules, and knowledge of subjects usually taught at a post-secondary institution. Knowledge |

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| | of computerization of library operations and current technologies is desirable. He/she must have strong interpersonal skills; exceptional writing and speaking skills in English; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff. |
| Age limit | 40 years maximum |
| Proposed remuneration (in INR) | Rs. 62,000/- per month |

## 8. SOFTWARE DEVELOPER [ICT DIVISION]

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| Number of position (s) | **01** |
| Educational Qualification(s) | Bachelor's degree from a recognized University/Institution. |
| Work Experience | • 2-4 years of experience<br>• Skills: Programming (PHP/Java/Python/React)<br>• Web technologies (HTML, CSS)<br>• 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<br>Work on: Frontend + backend development<br>Plugins/modules development<br>Website maintenance & update<br>Maintain documentation and updates<br>Designing Frontend |

## 9. AUDIO/VIDEO OPERATOR [ICT DIVISION]

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|---|---|
| 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.<br>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<br>• Handle: Recording, editing, post-production<br>• Manage: Live streaming, events, lectures recording<br>• Maintain: AV systems in classrooms/studios<br>• Support: Media production, university events. |

## 10. LABORATORY ASSISTANT [FLSB]

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| 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 | 3-5 years of experience working in Life Sciences/ Biotechnology/ Bio-Medical Laboratories |
| Age limit | 20 to 45 Years |
| Proposed remuneration (in INR) | Rs. 25,000-35,000/- per month, commensurate with experience. |
| Duties | The Laboratory Assistant will help in the 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 [FLSB & CHEMISTRY LAB.]

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| Number of position (s) | **02** |
| Educational Qualification(s) | Should have passed high school ($12^{th}$ Class) minimum. |
| Work Experience | 3-5 years of experience working as an attendant in laboratories. |
| Age limit | 20 to 35 Years. |
| Proposed remuneration (in INR) | Rs. 22,000-25,000/- 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. |

## 12. HEAD CHEF [GUEST HOUSE]

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| Number of position(s) | **01** |
| Educational Qualification(s) | $12^{th}$ (10+2) passed from any Recognized Board/Institution. |
| Work Experience | At least 03 years of experience as a Head Chef in a Hotel/Catering Unit/Mess etc. |
| Age limit | 20 to 45 Years |
| Proposed remuneration (in INR) | Rs. 45,000-50,000/- per month, commensurate with experience. |

## 13. ASSISTANT CHEF COOK [GUEST HOUSE, MESS & ADMIN. CAFÉ]

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|---|---|
| Number of position(s) | **04** |
| Educational Qualification(s) | $8^{th}$ passed from any Recognized Board/Institution. |
| Work Experience | At least 03 years of experience in Cooking in a Hostel/Mess/Canteen/Hotel. |
| Age limit | 20 to 45 Years |
| Proposed remuneration (in INR) | Rs. 24,000/- per month |

## 14. WAITER [GUEST HOUSE, MESS & ADMIN. CAFÉ]

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|---|---|
| Number of position(s) | **05** |
| Educational Qualification(s) | 10th passed from any Recognized Board/Institution. |
| 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. |

## 15. OFFICE ASSISTANT-CUM-HOSTEL CARETAKER [GIRLS' HOSTEL]

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| Number of positions | **01** |
| Educational Qualification(s) | Bachelor's degree in any discipline from a recognized University. |
| Work Experience | Minimum two years of relevant experience. |
| Age limit | 20 to 45 Years |
| Proposed remuneration (in INR) | Rs. 25,000-35,000/- per month, commensurate with experience. |

Interested candidates may appear for an interview with an **updated CV, along with the originals and photocopies of all supporting documents like educational/professional qualifications, experience, identity proofs (PAN Card/Aadhaar Card etc.).** Candidates are required to report at **09:15 AM at the Reception, Admin. Block** 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.**

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**ASSISTANT REGISTRAR (SG) (ADMIN)**