

| Position  | Eligibility Criteria                             | Key Responsibilities  | Skills Required   | Experience                         | Age       | No. of Posts |
|---|--|---|---|------------------------------------|-----------|--------------|
| <b>Chief Finance Officer (CFO)</b>                  | CA / ICWA / MBA (Finance)                        | Overall financial planning and management; Budget preparation, monitoring and financial reporting; Management of accounts, audits, taxation and statutory compliances; Financial analysis and strategic planning; Coordination with banks, auditors and regulatory authorities; Supervision of finance and accounts team; Ensuring effective internal financial controls and transparency. Experience in higher educational institutions preferred. | Leadership and team management; Management Accounting; Strong analytical and communication skills; Financial software and MIS reporting; Strategic financial planning and decision making. Strong knowledge of taxation, auditing, budgeting, ERP systems, and statutory compliance | 15+ Years                          | 45+ Years | 1            |
| <b>Deputy Administrative Officer</b>                | Graduate/ Postgraduate                           | Administration and operational management; Supervision of housekeeping, security, transportation and maintenance; Coordination with vendors, contractors and authorities; Monitoring campus infrastructure and facilities; Ensuring statutory compliance; Maintaining administrative records and reports; Supporting day-to-day campus operations. Experience in higher educational institutions preferred.   | Leadership and team management; Communication and interpersonal skills; Vendor and facility management; Problem-solving and decision making; MS Office and administrative reporting.  | 10+ Years                          | 35+ Years | 1            |
| <b>Accounts Executive</b>                           | B.Com / M.Com / MBA (Finance)                    | Maintaining books of accounts and financial records; Processing payments, receipts and bank reconciliations; Preparing GST, TDS and statutory returns; Assisting in audits and financial reporting; Maintaining vendor and ledger accounts; Preparing MIS reports and financial statements; Supporting finance department operations. Experience in educational institutions preferred.   | Accounting and analytical skills; Accounting software and ERP systems; MS Excel and financial reporting; Attention to detail; Communication and coordination skills.  | 5+ Years                           | 25+ Years | 2            |
| <b>Assistant HR &amp; Admin Manager / Executive</b> | MBA (HR)   | Assist in HR and administrative operations; Maintain employee records and documentation; Support recruitment, interviews and onboarding; Process HR documentation and reports; Support training, performance evaluation and employee engagement activities; Implement HR policies and welfare initiatives. Experience in educational institutions preferred.  | Communication and interpersonal skills; MS Office proficiency; HRIS/HRMS knowledge; Recruitment and employee record management; Organizational and multitasking abilities.  | 5+ Years                           | 25+ Years | 1            |
| <b>Assistant Registrar</b>                          | Master's Degree                                  | Academic administration; Coordination with departments and regulatory bodies; Maintenance of records and documentation; Student administration; Compliance with university and statutory requirements; Preparation of reports and official correspondence. Experience in higher educational institutions preferred.   | Administrative and organizational skills; Communication skills; Documentation and record management; MS Office proficiency; Coordination and leadership abilities.  | As per 7 CPC/AICTE/SPPU Guidelines | 35+ Years | 1            |
| <b>ERP Executive</b>                                | Graduate / BCA / B.Sc. (IT) / MCA                | ERP system administration and support; User management and troubleshooting; Coordination with departments for ERP requirements; Data management and report generation; System monitoring and documentation; User training and support.  | ERP software knowledge; Technical troubleshooting; Database and report management; Communication skills; MS Office and IT proficiency.  | 3+ Years                           | 25+ Years | 1            |
| <b>Graphic Designer</b>                             | Graduate / Diploma in Graphic Design / Fine Arts | Designing brochures, banners, posters and promotional materials; Creating digital content for websites and social media; Developing branding materials; Supporting event promotions and campaigns; Ensuring brand consistency; Supporting multimedia and marketing initiatives.   | Creativity and visual design expertise; Graphic design software proficiency; Communication and presentation skills; Time management; Ability to handle multiple projects.   | 2+ Years                           | 25+ Years | 1            |
| <b>Interior Designer cum Architect</b>              | B.Arch / B.Des (Interior Design)                 | Planning and designing interior spaces; Preparing layouts and working drawings; Coordinating with consultants and contractors; Supervising execution of interior works; Recommending materials and finishes; Monitoring timelines and budgets.  | Design and creativity; Knowledge of materials and finishes; Project coordination; Presentation and communication skills; Problem-solving abilities. Proficiency in AutoCAD, SketchUp, Revit and related software will be preferred.   | 5+ Years                           | 25+ Years | 1            |
| <b>Project Manager – Construction Site</b>          | B.E./B.Tech Civil                                | Planning, executing and monitoring construction projects; Coordination with consultants, architects and contractors; Managing schedules, budgets and resources; Ensuring quality and safety compliance; Monitoring progress; Risk identification and mitigation.  | Leadership; Project planning and execution; Budgeting and resource management; Analytical skills; Stakeholder management. Experience in use of MS project & ERP will be preferred.  | 10+ Years                          | 35+ Years | 1            |

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|-----------------------------|--|--|---|----------|-----------|---|
| <b>MEP Engineer</b>         | B.E./Diploma<br>Mechanical/ Electrical | Planning and supervision of MEP works; Reviewing drawings and specifications; Coordinating with project teams; Ensuring quality and safety compliance; Monitoring schedules; Conducting inspections and testing; Preparing reports.          | Expertise in MEP systems and fire system execution; Technical and analytical skills; Project coordination; AutoCAD proficiency; Team management skills. | 3+ Years | 30+ Years | 1 |
| <b>Billing Engineer</b>     | B.E./Diploma Civil                     | Preparation of RA bills; Verification of measurements and quantities; Maintaining quantity sheets and billing records; Preparing estimates and rate analysis; Budgeting and cost control; Audit support; Contract compliance.                | Quantity estimation and billing; AutoCAD and MS Excel; BOQ preparation; Analytical skills; Material reconciliation; Communication skills.               | 3+ Years | 25+ Years | 2 |
| <b>Junior Site Engineer</b> | B.E./Diploma Civil                     | Supervise construction work; Monitor site activities; Ensure quality standards; Maintain reports and records; Coordinate with contractors and consultants; Verify measurements; Monitor safety practices; Support surveying and inspections. | Construction practices and quality control; Drawing interpretation; AutoCAD and MS Office; Communication skills; Safety knowledge; Teamwork.            | 2+ Years | 25+ Years | 3 |
| <b>Site Supervisor</b>      | Diploma / ITI /<br>Graduate            | Supervise construction activities; Monitor project progress; Coordinate with contractors and labour teams; Ensure quality and safety standards; Verify measurements; Report project status; Resolve site issues.                             | Site supervision; Construction methodologies; Team management; Problem-solving; Documentation and reporting.  | 5+ Years | 25+ Years | 2 |