



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR IT BUSINESS ANALYST

SGT University, in its campus spread over 70 acres near Gurgaon, offers around 160+ programmes in Medical and Non-Medical domains. It nurtures more than seven thousand students and is a hub of activities involving the nation's who's who. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

Name of the Post: IT Business Analyst
No. of vacancies: One

Qualification & Experience:

Essential Knowledge area:

1. Degree in Technology, Business process or Industrial Engineering with minimum 4 years of relevant experience.
2. Hands on working with process document, AS IS TO BE, business analysis document, WBS, WP, Activity planning, Risk Analysis, Risk register, Software development life cycle.
3. Worked with multiple application development and or implementation projects.
4. System Process review and development experience. System Architecture planning & Design Development Techno functional Specification as per user requirement Analysis.
5. Prepare UI /UX template with process flow mapping for developers. (eg Wireframe).
6. Preparation of ERD diagram with data base architecture. Stress testing of business process, Simulation of process flow with Risk Analysys.
7. Implementation of multiple business critical systems.
8. User Experience management and design management with strong Data visualization and Analytical Skills.

Function / Role:

IT Business Analyst is responsible for *reviewing/enhancing the quality of IT system process*, products and services, analyzing data to inform business decisions and finding technological *or functional solutions* to business needs, among other duties.

Job Responsibilities:

1. Acting as an information source and communicator between various university departments, *for process, product, and Service improvements.*
2. *Preparation of AS IS to BE Documented as per the Industry standard practices and NAAC .*



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3. Understanding strategic business needs and plans for *growth of Systems/process adaptation*.
4. Continuously enhancing the quality of IT *system process, products & services*.
5. *Utilizing IT data for business insights, develop and integrated IT solution*.
6. Analyzing university needs and necessity for system development or implementation.
7. Business process analysis, sourcing of industry standard solutions and implementing new technologies as per the university/department need with proper approval and /or acceptance.
8. Generate and develop proper documentations for application / software development & implementation as per Business analysis and submit to project management review and approvals.
9. Acting as information source between department, Ensure the requirement clarity is maintained throughout the requirement gathering cycle.
10. Documentation of business analysis form AS IS onwards with proper Risk register update.
11. Process mapping and optimization capability with time study.
12. Prepare User experience prototype design via tools like Wireframe along with preparation of complete Business process Functional document together with Architecture.

How to apply:

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online. Or by Registered Post to the following Address:

HR Department (Non-Teaching)
SGT University
(Shree Guru Gobind Singh Tricentenary University)
Gurgaon-Badli Road, Budhera,
Gurugram, Haryana 122505

The last date of submission of online applications is 15th April 2024.

General Conditions:

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Panel Code,1860 for production of false information.



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3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.
9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.