



SGT UNIVERSITY

SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved)

Gurugram, Delhi-NCR

VACANCY FOR OFFICE ASSISTANT/ EXECUTIVE

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.

Post: Office Assistant / Executive

No. of vacancies: Multiple

Qualification & Experience:

Essential:

1. Bachelor's degree in commerce/Arts or its equivalent.
2. Minimum of 2 years of proven experience in a similar role.
3. Excellent communication and interpersonal skills are a must.
4. Proficiency in MS Office is a must.
5. Excellent organisational and time-management skills.
6. Quick-thinking, planning, coordinating, and executing skills.

Duties/Responsibilities:

1. Handling various administrative and clerical responsibilities such as answering phone calls, taking and conveying messages, making appointments, ordering office supplies.
2. Assisting the department activities such as scheduling meetings, greeting the visitor/guest, attending phone calls, email writing.
3. Scheduling inter-departmental meetings, coordinating the time schedules with the guest/employees, and arranging food and other necessities.
4. Handling and managing calendar schedules of management, making copies of required documents for the meetings, making travel arrangements, booking hotels and conference rooms, arranging for audio-video equipment for the meetings.
5. Organizing, compiling, and updating Office records and documentation.
6. Assisting the department in scheduling, coordinating, and executing training and other office events.
7. Helping the department heads as and when required.
8. Liaison with internal and external agencies for smooth administrative functioning.

How to apply:

Candidates are required to send their resume along with supporting documents by E-mail to careers.nt@sgtuniversity.ac.in or by Registered Post to the following Address:



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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.

No TA/DA will be paid by the SGT University for attending the interview/test.

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.
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.



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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.