

Advertisement for Deputy Registrar/Assistant Registrar

Applications are invited from qualified candidates for the following positions in the department of Registrar in **Jaypee Higher Education System at Jaypee University, Anoopshahr**.

Position: Assistant Registrar

Qualification:

- Post Graduate with at least five years relevant administrative experience in supervisory capacity in reputed Educational Institute/University/Technological Institution or an organization of repute which may include activities related to examinations academics, establishment, general administration, R&D student affairs etc.
- Proven administrative capabilities, Proficiency in the use of variety of computer office applications M.S. Word, Excel, Power-Point or Equivalent.
- Good Communication Skills.

Position: Deputy Registrar

- (i) Post Graduate with at least 08 Years' experience as Assistant Professor in a reputed Educational Institute/University. with 3 years' experience in educational administration.

OR

(ii) Comparable experience in research establishments and/ or other Institutions of higher education.

OR

(iii) 05 years of administrative experience as Assistant Registrar or equivalent.

- Proven administrative capabilities, good computer skills & knowledge of MS Office.
- Good Communication Skills.

You may send your C.V to careeropenings@jiit.ac.in by 20 April 2025.