



JAYPEE INSTITUTE OF INFORMATION TECHNOLOGY

Deemed to be University under section 3 of the UGC Act)
(Accredited by NAAC and Ranked by NIRF on All India Basis)

A-10, Sector 62, Noida, Gautam Buddha Nagar – 201 309 (Uttar Pradesh)

RECRUITMENT

DEPARTMENT OF HUMANITIES & SOCIAL SCIENCES

Applications are invited from well qualified faculty for the positions of Professors, Associate Professors and Assistant Professor Sr. Grade/ Grade-II/ Grade-I in the following areas:

- **Professional Communications** • **Psychology**
- **Political Science** • **Economics** • **Sociology**

Candidates with good academic record, experience and qualifications as given on the Institute web-site may apply on-line in 'Career Openings', on the Institute web-site www.jiit.ac.in. **Eligibility criteria and other details are also given on Institute web-site.**

Persons who have recently 'Super-annuated' as Professors/Associate Professors, and are physically fit & desirous to work on 'contract' basis may apply.

NON TEACHING POSITIONS

Assistant Registrar	<ul style="list-style-type: none">• Post Graduate with atleast 5 years experience in Registrar Office in a reputed Educational Institute/ University. Good Communication Skills.• Proven administrative capabilities, good computer skills & knowledge of MS Office.
Personal Assistant/ Personal Secretary	<ul style="list-style-type: none">• Graduate with knowledge of Good Computer Skills, Proficiency in Shorthand, Drafting, Typing, MS Office (MS Excel, MS Word, Power Point).• Previous experience in similar appointment.
Admission Counsellor	<ul style="list-style-type: none">• Graduate with Good Communication & Computer Skills.• Previous experience in similar appointment.
Office Assistant	<ul style="list-style-type: none">• Graduate with Computer Skills (MS Office). Good Communication Skills. Experience in managing data base in MS Excel.• Previous experience in similar appointment.

For further query contact at hrcell@jiit.ac.in, C. V. to be sent by mail to hrcell@jiit.ac.in.

JiIT offers structured and attractive pay scales/compensation at all levels. The last date of applying is **05th May 2022**.