

JIIT NOIDA**Vacancies : Non-Teaching Staff****Nursing Staff**

- (a) One/three year diploma in Nursing
- (b) Minimum 05 years experience as Nursing Staff
- (c) Mandatory to stay in Campus. Single accommodation provided.
- (d) Age < 50 yrs

Facility Supervisor

- (a) Minimum Qualification : Graduate
- (b) Experience in Facility Management
- (c) Minimum 05 years experience in HEI
- (d) Working Knowledge of computer
- (e) Age < 50 yrs

Sports Assistant

- (a) Degree / Certification in Sports / Physical Education (team sports)
- (b) Experience in similar position in Educational Institutes
(Candidate must be capable of organising/conducting activities for students for outdoor and indoor sports).
- (a) Working Knowledge of computer

Exchange Operator

- (b) Minimum Qualification : Graduate
- (c) Good communication Skills
- (d) Handling and operating exchange
- (e) Preference will be given for experience in similar position.
- (f) Working Knowledge of computer

Office Assistant

- (a) Undergraduate with 60% marks or equivalent.
- (b) Minimum 02 years of experience as office staff in HEI.
- (c) Proficiency in Typing and drafting.
- (d) Good communication skills
- (e) Knowledge of MS Office (especially MS Excel and MS word), Basic database knowledge.
- (f) Age < 45 yrs

CCTV Operator

- (a) Relevant Degree / Diploma.
- (b) Knowledge of Networks & Hardware
- (c) Knowledge of CCTV set-up (IP cameras, VMS, DVR/NVR systems etc)
- (d) Knowledge of MS Office (especially MS Excel and MS word), Basic database knowledge
- (e) Previous experience in a similar role
- (f) Preference will be given for experience in similar position.

Call Centre Executive

- (a) Minimum Qualification : Under graduate
- (b) Dynamic and Result Oriented Person
- (c) Experience in Customer Support or anything involving direct customer interaction
- (d) Good communication skills (English and Hindi)
- (e) Knowledge of CRM Software
- (f) Working Computer Skills

Admission Counsellor

- (a) Minimum Qualification : Under graduate
- (b) Good communication skills (English and Hindi)
- (c) Preference will be given to candidates with similar experience in HEIs
- (d) Knowledge of MS Office (especially MS Excel and MS word), Basic database knowledge

- Salary as per industry standards.
- Desirous candidates to forward their CV with supporting documents to careeropenings@jiit.ac.in
Write Position Applied for to be mentioned in the subject of the mail.
- Last date to apply in **30 Nov 2025**.