South Asian University

Advertisement No. 01/2024   **16.04.2024**

South Asian University (SAU) is an international University focused on mainly postgraduate teaching & research, jointly established and funded by the eight SAARC countries. SAU is looking for outstanding, highly qualified and experienced faculty members and non-teaching staff.

To apply for a faculty position, applicants should be outstanding scholars whose research and teaching interests will expand or complement the existing academic programmes of the University.

To apply for a non-academic position, applicants should be experienced professionals in the sought area of specialization.

Citizens of the SAARC Member States are especially encouraged to apply for these positions. Selected candidates from countries other than India will be sponsored for a work visa in India. Interested candidates may apply in the prescribed form.

1. Applications are invited against the following positions:

   (a) **Professors** in all Faculties/Departments

   (b) **Associate Professors** in all Faculties/Departments

   (c) **Assistant Professors** in all Faculties/Departments

   (d) **Registrar**

   (e) **Director (Admissions & Examinations)**

   (f) **Director (ICT)**

   (g) **Librarian**

   (h) **Deputy Registrar**

   (i) **Deputy Director (ICT)**

   (j) **Assistant Registrar**

   (k) **Assistant Director (ICT)**

   (l) **Medical Officer**

   (m) **Public Relations Officer/Media Officer**

   (n) **System Analyst/Technical Assistant (ICT)**

   (o) **Assistants**

Salaries of the above positions will be better than in most Indian and other SAARC universities. In addition, faculty members do not have to pay income tax.

2. Information on the academic programmes, current interests of Faculties/Departments can be found on their respective web pages of the university website. You may also look at the last few Annual Reports of the University.

3. **Eligibility – Professor (US$ 30,000- US$45,000 per annum)**

   (a) A Professor should be an eminent scholar with evidence of outstanding scholarship and international recognition.

   (b) **Essential Qualifications:** PhD degree from a recognized University/Institution; and Master's Degree in relevant subject area with at least 60% marks or equivalent grade (for Science subjects); OR with at least 55% marks or equivalent grade (for Social Science and Humanities). Post-doctoral research and/or postgraduate teaching experience of at least 12 years (excluding the period spent for obtaining the research degree).

   Notes: (i) Post-PhD experience will only be counted if the experience was not obtained while pursuing PhD or other degrees, and was acquired on a regular confirmed position and/or regular full time contractual position with responsibilities of full-time teaching/ research. (ii) Experience of teaching at the undergraduate level will not be considered as relevant experience.

   (c) **Desirable Qualifications:**

   i. High quality research publications in journals of repute.
   ii. Experience in guiding doctoral research and a productive research group.
   iii. For laboratory based research in sciences, proven ability to get research funding from National / International granting agencies.

   (d) **Other Provisions:** Research and teaching experience during the period a candidate is registered for obtaining PhD degree, will not be considered as relevant experience. However, if a candidate with an M.Phil/ M.Tech degree was involved in the teaching of post-graduate courses as a regular faculty *before* enrolling for PhD degree, half of the period of such teaching experience will be considered as a relevant experience.

4. **Eligibility – Associate Professor (US$20,000 to US$30,000 per annum)**

   (a) An Associate Professor at SAU should be an established independent researcher with immaculate academic credentials.

   (b) **Essential Qualifications:** PhD degree from a recognized

University/Institution; and Master's Degree in relevant subject area with at least 60% marks or equivalent grade (for Science subjects); OR with at least 55% marks or equivalent grade (for Social Science and Humanities). Post-doctoral research/teaching experience of at least 6 years (excluding the period spent for obtaining the research degree).

(c) **Notes:** (i) Post-PhD experience will only be counted if the experience was not obtained while pursuing PhD or other degrees, and was acquired on a regular confirmed position and/or regular full time contractual position with responsibilities of full-time teaching/ research. (ii) Experience of teaching at the undergraduate level will not be considered as relevant experience.

(d) **Desirable Qualifications:**

    i. High quality research publications in journals of repute. Evidence of independent research and unsupervised research.

    ii. Experience in guiding doctoral research students.

    iii. For laboratory based research in sciences, proven ability to get research funding from National / International granting agencies.

(e) **Other Provisions:** Research and teaching experience during the period a candidate is registered for obtaining PhD degree, will not be considered as relevant experience. However, if a candidate with an M.Phil / M.Tech degree was involved in the teaching of post-graduate courses as a regular faculty *before* enrolling for PhD degree, half of the period of such teaching experience will be considered as a relevant experience.

5. **Eligibility- Assistant Professor (US$15,000 to US$20,000 per annum)**

(a) An Assistant Professor at SAU should be a brilliant and highly productive scholar with a great promise to excel in academics.

(b) **Essential Qualifications:** PhD degree from a recognized University/Institution; and Master's Degree in relevant subject area with at least 60% marks or equivalent grade (for Science subjects); OR with at least 55% marks or equivalent grade (for Social Science and Humanities). Post-doctoral research and/or postgraduate teaching experience of at least 2 years (excluding the period spent for obtaining the research degree).

(c) **Notes:** (i) Two years of pre-PhD teaching will be counted as equivalent of one year of post-doctoral teaching/research experience. (ii) Post-PhD experience will only be counted if the experience was not obtained while pursuing PhD or other degrees, and was acquired on a regular confirmed position and/or regular full time contractual position with responsibilities of full-time teaching/research.

(d) **Desirable Qualifications:**

    (i) High quality research publications in reputed journals/books.

(e) **Other Provisions:** Selection committee should ask the short-listed candidates to make a short class-room type presentation on a given topic at the time of interview so as to assess his/her ability to teach. Ability to teach and communicate effectively with students should form an important component of the assessment of a candidate for a faculty position.

6. **Eligibility – Registrar**
   Grade 1A (US$ 30,000- US$ 45,000 per annum)
   Preferred Maximum Age: 54 years (initially five years and extendable for another five years)

   (a) **Minimum Educational Qualifications and Experience:**

   Master's degree with at least 55% marks or equivalent grades, plus at least 15 years related professional experience in progressively responsible positions in a University/large academic institution including at least 8 years as Deputy Registrar or above. Successful candidate must have thorough knowledge of and experience with policies, regulations and academic standards; ability to understand rules and regulations and apply them in varying circumstances; ability to manage web applications, complex administrative databases and technology-based management information systems; experience with management of an office and evaluation of employees; strong interpersonal skills; exceptional writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

   (b) **Responsibilities:**

   The Registrar will head the administrative team in the University and will be responsible for providing efficient, effective and expedient services needed on day-to-day basis for smooth running of the University. The Registrar will oversee the daily internal administration of the University, the management of all major activities, campus development works, the procurement of goods and services, the security and upkeep of all buildings, property and assets, the maintenance of administrative databases, and the supervision of all staff and student workers. He/she ensure the accuracy, integrity, consistency, objectivity, security and longevity of university records. In addition, when required, he/she will produce position papers and reports based upon information, data and records available within or outside the University, and perform other related duties and special projects as assigned or directed.

7. **Eligibility – Director Admissions & Examinations**
   Grade IB (US$ 27000 to US$ 40000 per annum)
   Preferred Maximum Age: 54 years (initially five years and extendable for a maximum of another five years)

(a) **Minimum Educational Qualifications and Experience:**

Master's Degree with at least 55% marks or equivalent grades, plus at least 15 years related professional experience, of which 8 years as Deputy Registrar or in progressively responsible positions in a University/large academic institution. Successful candidate must have thorough knowledge of Admissions, transfer credit requirements, degree verification, pre-conduct and post-conduct examinations and graduation procedures and processes, transcripts, academic record-keeping, and the ability to use initiative, establish priorities and meet multiple deadlines. He/she must have strong interpersonal skills and the ability to communicate effectively; exceptional writing and speaking skills; experience of using necessary computational tools, databases, web applications and technology based student information systems including good knowledge of examination software and result automation, strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty and staff, PhD would be desirable.

(b) **Desirable:**

Familiarity with establishment matters, particularly those relating to faculty, staff and student affairs. Qualifications and experience in modern management methods. PhD and/or adequate experience in the pre-conduct and post-conduct of University examinations or other comparable examinations and also in semester system, and ability to take organizational charge of meetings of the University.

(c) **Responsibilities**:

The Director of Admissions & Examinations will be responsible for the whole range of activities associated with Admissions and examinations in the University. These include the recruitment and Admissions of students, the coordination of University-wide examinations and the graduation of students. The Director and his/her team will provide efficient, effective and expedient responses to queries from students, staff and external organizations; follow up with relevant parties in relation to prospective student enquiries, examinations and graduation as required; maintain accurate records; administer the printing, preparation, record-keeping and delivery of examination papers; and organize public events such as open days, promotional expos and convocation ceremonies. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

8. **Eligibility - Director (ICT)**
Grade IB (US$ 27000 to US$ 40000 per annum)
Preferred Maximum Age: 54 years (initially five years and extendable for a maximum of another five years)

(a) Minimum Educational Qualifications and Experience:

Master's degree in Computer Science/Applications with at least 55% marks or equivalent grades, plus at least 15 years related professional experience in a large organization. Successful candidate must have thorough knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers sharing and networking platforms. He/she should be able to understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are essential. He/she must have strong interpersonal skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Director ICT will be a head of the team in the Department of Information Communication & Services, and will be responsible for developing, procuring and supporting all faculty, student and staff computing resources, including servers and LAN/WAN design; ensuring infrastructure security, availability reliability and scalability at an enterprise level. He/she will evaluate needs in coordination with faculty and administration; facilitate procurement, installation and maintenance of hardware, software, audio/visual equipment etc. in the offices, labs, classrooms and throughout the campus; ensure on-site engineering when required; integrate servers, databases, printers, backup servers and associated software as appropriate; recommend improvements, installation, configuration and upgrades for hardware and software resources; recommend purchase of equipment, software, peripherals etc.; and manage all phases of vendor relationships from requirement to execution. He/she will respond to and resolve problems reported by clients; provide PC support and LAN/MAN connectivity troubleshooting; network monitoring/management; provide direction and task oriented assignments to technicians, contractors and vendors deploying and maintaining equipment; and mentor, train and supervise others. In addition, he/she may be required to foster and manage departmental email lists, manage the University's website, and perform other related duties as assigned or directed.

9. **Eligibility – Librarian**
   Grade IB (US$ 27000 to US$ 40000 per annum)
   Preferred Maximum Age: 54 years (initially five years and extendable for a maximum of another five years)

(a) Minimum Educational Qualifications and Experience:

Master's degree in Library Science/Information Science Documentation with a least 55% of marks and consistently good academic record with at least 13

Years' experience as Deputy Librarian in University library or any other library statutory organization or 18 years' experience as College Librarian. Evidence of innovative Library service and organization of published work. Successful candidate must have strong interpersonal skills and the ability to communicate effectively; experience in using computational tools, databases, web applications and technology based library information systems, and the ability to interact with a culturally and ethnically diverse population of students, faculty and staff.

(b) Desirable:

M.Phil./Ph.D Degree in Library Science/ Information Science/ Documentation/ Archives and Manuscript Keeping.

(c) Responsibilities:

The Librarian of the University will be the head of the University library and will supervise and coordinate the functioning of the University library. He/she will be responsible for, ensuring that the University library system offers a modern state-of-the-art facility that renders all possible help to students, faculty, researchers and visiting scholars of the University with literature search and in finding books, research articles and journals; providing instructions to the students, faculty and researchers of the University in the use of the University library; planning and executing acquisition of books; journals and digital databases; working out inter-library exchange arrangements with universities and institutions in India and abroad; contributing to the improved educational functioning of the University, on a continuing basis; developing programmes for improving library management; and any other function that is entrusted/ assigned or directed.

10. **Eligibility - Deputy Registrar**
    Grade II (US$ 18000 to US$ 30000 per annum)
    Preferred Maximum Age: 50 years (Five years contract/extendable/ regularization

   (a) Minimum Educational Qualifications and Experience:
   Master's degree with at least 55% marks or equivalent grades, plus at least 6 years related professional experience in University Administration in progressively responsible positions in a University including at least 5 years as Assistant Registrar or above. Successful candidate must have experience in one or more of the following areas: administrative matters, including recruitment, establishment, legal, campus/estate management or materials management – procurement, distribution of materials, import procedures/stores accounting, stock verification or work relating to statutory bodies of the University or admission and examination – pre and post-conduct of examinations, graduation procedures and processes,

academic record keeping; thorough knowledge of admissions, transfer credit requirements, degree verification - and thorough knowledge of service matters, regulations and academic standards; ability to understand complex rules and regulations, and ability to apply them in varying circumstances; strong interpersonal skills; exceptional writing and speaking skills; ability to use initiative, establish priorities and meet multiple deadlines; strong ethical convictions and a commitment to quality service; experience with management of an office and evaluation of employees/administration; ability to manage web applications, complex administrative databases and technology-based employees information systems; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Deputy Registrar is a senior staff member of the administrative team in the University. The Deputy Registrar will be responsible for the daily internal administration of the University and provision of prompt and accurate service to students, alumni, faculty, administration and external agencies. The Deputy Registrar will assist the Registrar in the management of all major activities, like establishment matters, legal matters, Campus/estate management, statutory compliances and meetings, materials management, the maintenance of administrative databases, and the supervision of all staff and student workers. The Deputy Registrar, (Admissions and Examinations) will be responsible for a whole range of activities associated with admissions and examinations in the University. These include the admission of students, the coordination of University-wide examinations and the graduation of students. He/she will oversee responses to queries from students, staff and external organizations; follow up with relevant parties in relation to prospective student enquiries, examinations and graduation as required; maintain accurate records; administer the printing, preparation, record-keeping and delivery of examination papers; and organize public events such as open days, promotional expos and convocation ceremonies. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

11. **Eligibility - Deputy Director (ICT)**
    Grade II (US$ 18000 to US$ 30000 per annum)
    Preferred Maximum Age: 50 years (Five years contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience:

Master's degree in Computer Science/Applications with at least 55% marks or equivalent grades, plus 10 to 15 years related professional experience in a large organization. Successful candidate must have thorough knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms. He/she should be able to understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are essential. He/she must have strong interpersonal skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Deputy Director (ICT) will be a senior member of the team in the Department of Information & Communication Services, and will be responsible for developing, procuring and supporting all faculty, student and staff computing resources, including servers and LAN/WAN design; ensuring infrastructure security, availability, reliability and scalability at an enterprise level. He/she will evaluate needs in coordination with faculty and administration; facilitate procurement, installation and maintenance of hardware, software, audio/visual equipment etc in the offices, labs, classrooms and throughout the campus; ensure on-site engineering when required; integrate servers, databases, printers, backup servers and associated software as appropriate; recommend improvements, installation, configuration and upgrades for hardware and software resources; recommend purchase of equipment, software, peripherals etc.; and manage all phases of vendor relationships from requirement to execution. He/she will respond to and resolve problems reported by clients; provide PC support and LAN/WAN connectivity troubleshooting; network monitoring/management; provide direction and task oriented assignments to technicians, contractors and vendors deploying and maintaining equipment; and mentor, train and supervise others. In addition, he/she may be required to foster and manage departmental e-mail lists, manage the University's website, and perform other related duties as assigned or directed.

12. **Eligibility - Assistant Registrar**
    Grade III (US$ 14000 to US$ 23000 per annum)
    Preferred Maximum Age: 50 years (Five years contract/extendable/ regularization)

(a) **Minimum Educational Qualifications and Experience:**

Masters's degree with at least 55% marks or equivalent grades, plus at least 3 years related professional experience in University/ large academic institution in progressively responsible administrative positions in a Registrar's Office, Desirable is five years of experience in Administrative/Accounts/Admission/Vice-Chancellor's Office as Section Officer or in an equivalent post in a Government department/university/educational or research institution. The successful candidate must have experience in one or morae of the following areas: administrative matters, including recruitment, establishment, legal, campus/estate management or materials management- procurement, distribution of materials, import procedures/stores accounting, stock verification or work relating to statutory bodies of the University and academic administration or admission and examination-pre and post-conduct of examinations, graduation procedures and processes, academic record keeping; or experience in managing the Vice Chancellor's office; thorough knowledge of policies, regulations and academic standards; ability to understand complex rules and regulations, and ability to apply them in varying circumstances; experience with management of an office and evaluation of employees/administration; ability to manage web applications, complex administrative databases and technology-based employees information systems.

The successful candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional English writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) **Responsibilities:**

He/she shall be in-charge of the units/sections assigned to him/her and shall be responsible for their smooth and efficient working; shall look after day to day work of the Section/Unit of which he/she is incharge; shall coordinate schedules with other service areas to ensure there is adequate service and operational standards; shall enable teamwork, collaboration and information sharing to foster better service; shall coordinate the collection and maintenance of statistics for planning and reporting purposes; shall ensure that all papers are disposed of promptly and with accuracy. He/she shall also prepare items for consideration of the Governing Board/Executive Council/Academic Council or for other authorities/bodies of the University; prepare letters/office notes/orders, background material, minutes of

meetings, etc.; initiate action on papers at his level, analyse and put up papers with reference to rules and regulations, maintain systematic records in electronic form. Ability to liaise with various external agencies effectively is essential. He/she shall perform other related duties and special projects as assigned or directed.

13. **Eligibility - Assistant Director (ICT)**
Grade III (US$ 14000 to US$ 23000 per annum)
Preferred Maximum Age: 50 years (Five years contract/extendable/ regularization)

(a) **Minimum Educational Qualifications and Experience:**

Master's degree in Computer Science/Applications with at least 55% marks or equivalent grades, plus 7 to 10 years related professional experience in a large organization. Successful candidate must have thorough knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms. He/she should be able to understand, apply, and teach concepts in operating systems and hardware support. Demonstrable skills in project management are essential. He/she must have strong interpersonal skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) **Responsibilities:**

The Assistant Director (ICT) will be responsible for developing, procuring and supporting all faculty, student and staff computing resources, including servers and LAN/WAN design ensuring infrastructure security, availability, reliability and scalability at an enterprise level. He/she will evaluate needs in coordination with faculty and administration; supervise procurement, installation and maintenance of hardware, software, audio/visual equipment etc in the offices, labs, classrooms and throughout the campus; ensure on-site engineering when required; integrate servers, databases, printers, backup servers and associated software as appropriate; recommend improvements installation, configuration and upgrades for hardware and software resources; recommend purchase of equipment, software, peripherals etc.; and manage all phases of vendor relationship from requirement to execution. He/she will respond to and resolve problems reported by clients; provide PC support and LAN/WAN connectivity troubleshooting; network monitoring/management; provide direction and task oriented assignments to technicians, contractors and vendors developing and maintaining equipment; and mentor, train and supervise others. In addition, he/she may be required to foster and manage departmental e-mail lists, manage the University's website, and perform other related duties as assigned or directed.

14. **Eligibility- Medical Officer**
    Grade III (US$ 14000 to US$ 23000 per annum)
    Preferred Maximum Age: 50 years (Five years contract/extendable/ regularization)

(a) **Minimum Educational Qualifications and Experience:**

MBBS degree recognized by the Medical Council of India plus post graduate diploma/degree in any specialization plus work experience at least six years in an established and reputed Hospital/University Health Centre/ Dispensary attached to any large Institution or organisation. Preference will be given to a Lady Medical Officer. Successful candidate must also have good knowledge of computer applications and internet; strong interpersonal skills; exceptional English speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff; and willing to attend emergencies beyond office hours and on holidays in an outpatient setup.

(b) **Responsibilities:**

Selected candidate would be responsible for all the health-related activities of and he/she shall be responsible for preventive, diagnostic and curative aspects of all medical issues. He/she shall be responsible for promoting healthcare facilities for the physical & mental wellbeing of the University community. This includes diagnostic, curative and preventive aspects of healthcare.

He/she shall be responsible for providing healthcare facilities for the university community, which include treating student, staff member and their families, Health Education and Counselling and also ensuring that the Preventive Health activities are carried out in the University Community and maintaining records and statistics and organizing Health Education programmes and welfare activities of the University. He/she will be responsible for all the decisions taken in the health centre regarding the emergencies, decisions to refer the cases to higher centre/hospitals for further management, information to Government about the communicable disease. Knowledge about medical insurance, Mediclaim shall be performed and perform other related duties and special projects as assigned or directed. He/she shall be fully responsible for smooth functioning/maintenance of the health centre/infirmary in terms of its administration/HR; and shall perform other related duties and special projects as assigned or directed.

15. **Eligibility- Public Relations Officer (PRO)/Media Officer
Grade III (US$ 14000 to US$ 23000 per annum)
Preferred Maximum Age: 50 years (Five years contract/extendable/
regularization)**

(a) **Minimum Educational Qualifications and Experience:**

Master's Degree in Communication and Journalism with at least 55% of the marks or its equivalent grade from any Indian University or corresponding degree from a foreign University or Master's degree in English with at least 55% marks and P.G Diploma in Communication and Journalism from a Government recognized university/institution; with at least 5 years of experience in the Editorial Department/ Centre of any established English Newspaper accredited with ABC, National News Agencies, Radio or Television, Film media, reputed advertising agencies or working in an institution of higher learning/international organisation. He/she must have experience of using computational tools, databases, web applications and technology based information systems.

The successful candidate must also have good knowledge of computer applications and internet; strong interpersonal skills, exceptional English and Hindi speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) **Responsibilities:**

The Public Relations Officer/Media Officer shall be responsible for ensuring that the University and its activities, achievements and awards are communicated appropriately to both the internal and external public. He/she shall handle activities including marketing and branding, media liasoning in all the SAARC countries, internal communication, Research and Information Services.

He/she shall be responsible for gathering news and feature information within the University, planning, drafting and writing press releases, feature articles, fact sheets, background material and other copy material for use in internal and external communications both in India and abroad. He/she shall be involved in developing and maintaining contacts with the relevant media, promoting the use of SAU personnel in broadcast and written media, and the publication of SAU information across all media. The PRO/ Media Officer will have a specific responsibility for developing comprehensive internal communications, writing, commissioning and editing material for the University magazine and the website, as well as coming forward with new imaginative initiatives to improve the flow of relevant information to and between staff.

He/she shall seek new and creative opportunities to exploit the considerable potential of SAU with the objective of raising the public profile of the

University across all its disciplines, as well as enhancing the University's reputation with better public awareness of its goals, achievements and development, in accordance with the strategic objectives of the University. He/she shall also perform other related duties and special projects as assigned or directed.

16. **Eligibility - System Analyst/Technical Assistant (ICT)**
    Grade V (US$ 9000 to US$ 16000 per annum)
    Preferred Maximum Age: 40 Years (Five years contract/extendable/ regularization)

    (a) **Minimum Educational Qualifications and Experience :**
    Minimum Bachelor's degree in Computer Science/Applications with at least 50% marks or equivalent grades, plus 5 to 7 years related professional experience in a large organization. Successful candidate must have thorough knowledge of hardware, software and enterprise solutions, including troubleshooting, requiring servers, sharing and networking platforms, the ability to analyse problems and the presence of mind to take immediate action to resolve these. He/she must have strong interpersonal skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

    (b) **Responsibilities :**
    The System Analyst [earlier Technical Assistant (Information & Communications Technology)]will be responsible for installing and supporting all faculty, student and staff computing resources, including servers and LAN/WAN. He/she will evaluate needs in coordination with faculty and administration; install and maintain hardware, software, audio/visual equipment etc for labs, classrooms, offices and throughout campus; perform on-site engineering when required; integrate servers, databases, printers, backup servers and associated software as appropriate. He/she will respond to and resolve problems reported by clients; provide PC support, LAN/WAN connectivity troubleshooting and network monitoring/management. In addition, he/she may be required to foster and manage departmental e-mail lists, manage the University's website, and perform other related duties as assigned or directed.

17. **Eligibility - Senior Assistant (Admissions & Exams)**
    Grade V (US$ 9000 to US$ 16000 per annum)
    Preferred Maximum Age: 40 Years (Five years contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience:

A University degree with at least 50% marks or equivalent grade plus at least five years' experience in Administration/Secretarial work/Stores/Purchase work/Governance (Statutory bodies meetings). Successful candidate must have good knowledge of computer applications and internet; strong interpersonal skills and the ability to communicate effectively; experience of using computational tools, databases, web applications and technology based information systems, and the ability to interact with a culturally and ethnically diverse population of students, faculty and staff.

(b) Responsibilities:

The Senior Assistant (Admissions & Examinations) will undertake all activities required to support the processes of admissions and examinations in the University. These include preparation of notes, drafts and dissemination of materials, quickly responding to queries from students, staff and external organizations; following up with relevant parties; engaging in correspondence, data entry and up-to-date record keeping; and assisting with the organization of public events such as open days,
promotional expos and convocation ceremonies; assist in conduct of examinations and admission process. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

18. **Eligibility - Senior Assistant (Administration)**
    Grade V (US$ 9000 to US$ 16000 per annum)
    Preferred Maximum Age: 40 Years (Five years contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience:

Bachelor's degree, plus a minimum of 5 to 7 years related professional experience in a large organization. Successful candidate must have the ability to work with external contacts such as manufacturers, suppliers and government authorities; ability to develop and manage complex administrative databases; assume responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service; and demonstrate professional and administrative conduct as a model for other office team members. He/she must be able to handle multiple tasks, meet various concurrent deadlines, and be able to execute and follow-up on action items. He/she must have strong interpersonal

skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b)   Responsibilities:

The Senior Assistant (Administration) is an important staff member of the University administration team and will report to the Deputy/Assistant/ Registrar. He/she will be responsible for the daily internal administration of the University. This will include procurement of supplies and services, liaising with suppliers and manufacturers, ensuring regular inventory of office/event supplies and materials, ensuring servicing of all office equipment, processing of VAT/Customs Duty exemption certificates, and processing transactions related to travel and expense reimbursements. He/she will coordinate and assist with planning of special projects and events, office activities, and committee meetings. He/she will develop and recommend administrative processes/procedures to ensure efficiency, best practices and cost effectiveness, maintain and secure confidential files and records, and maintain administrative databases. He/she would develop physical security measures and supervise the security staff. He/she would supervise and train all administrative and clerical staff, ensure efficiency of workflow, be responsible for their attendance, approve their leave requests, recommend overtime and method of reimbursement, and supervise the deployment of student workers and approve their claims. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

19.   **Eligibility - Assistant (Administration)**
      Grade VI, (US$ 6000 to US$ 11000 per annum)
      Preferred Maximum Age: 35 years (Five year contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience:

A Bachelor's Degree with a minimum of 50% marks or equivalent grades, plus a minimum of 3-5 years' experience in Administration/Purchase/Statutory Committee meetings/Accounts. Successful candidate must have the ability to work independently and manage multiple tasks, and must be highly attentive to detail and deadlines. Experience in using a personal computer for word processing and spreadsheet databases and good knowledge of computer applications and internet is essential.

The successful candidate must also have strong interpersonal skills; good English speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Assistant (Administration) will attend to all general administrative office work relating to procurements, inventories, records, travel arrangements, office activities, committee meetings, processing of claims, servicing of equipment, upkeep of buildings and assets, preparation of documents and correspondence, proper document filing, both electronic and paper-based, liaison with Accounts department, etc. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

20. Eligibility - Faculty Assistant
Grade VI (US$ 6000 to US$ 11000 per annum)
Preferred Maximum Age: 35 years (Five year contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience:

Minimum Bachelor's degree from a recognized institution with at least 50% marks or equivalent grades, plus at least 3 years related experience as a Personal Assistant/ Personal Secretary or office in-charge in a related organization. Successful candidate must be familiar with, and keep abreast of, new and emerging developments in the Faculty subject(s). He/she should be proficient in the use of English and be able to efficiently use computers for typing letters, reports and emails, creating

databases, spreadsheets and presentations, and searching the web. Ability to take shorthand dictation will be a desirable qualification, as will knowledge of the Hindi language. He/she must have strong interpersonal skills; good writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Faculty Assistant will handle all paperwork and correspondence of the Faculty and help all teachers of the Faculty in day-to-day affairs like procurement, organization of meetings, fixing appointments, logistic needs, liaising with University Library and Administration, and keeping all records

including minutes of meetings, academic records of students and assets of the Faculty. He/she will perform other duties as per the instructions of the Dean/Head of the Faculty and other senior officers.

21. Eligibility - Assistant (Accounts)
Grade VI (US$ 6000 to US$ 11000 per annum)
Preferred Maximum Age: 35 years (Five year contract/extendable/ regularization)

(a) Minimum Educational Qualifications and Experience :

Bachelor's degree in Accounting with a minimum of 55% marks or equivalent grades, plus a minimum of 3 to 5 years related professional experience in a large organisation. Successful candidate must have extensive knowledge of general accounting principles and practices, including computer applications and modern computerized recordkeeping. He/she must have high fiscal management skills and be highly attentive to detail and deadlines. He/she must have strong interpersonal skills; excellent writing and speaking skills; strong ethical convictions and a commitment to quality service; and the ability to competently interact with a culturally and ethnically diverse population of students, faculty, and staff.

(b) Responsibilities:

The Assistant (Accounts) will assist the Assistant Finance Officer in the management of all finance and accounts functions, including budget development and audit schedules. He/she will be responsible for accounts receivable/payable system and vendor related matters, billing, costing, verification and review of invoices, and issue of credit and debit notices. He/she will ensure records of transactions are in accordance to standard procedure, check payment details and prepare cheque payments, manage petty cash, assist in month-end closing of accounts, and perform all accounts paperwork and proper filing. In addition, he/she will produce research data, analyses and reports as needed and perform other related duties and special projects as assigned or directed.

22. Selection Process:

For Teaching Posts: All applications will be screened by a Screening Committee that will shortlist candidates. Short-listed candidates will be invited for an interview. Ability to teach and communicate effectively with students will form an important component of the assessment of a candidate for a faculty position. Candidates from outside India who are unable to attend the interview may be interviewed online.

<u>For Non-Teaching Posts:</u> All applications received will be screened by a Screening Committee of experts that will short-list the candidates for written test/interview. Short-listed candidates will be informed about the date and time of the written test/interview. Candidates are expected to appear before the selection committee for the interview that will be held on SAU campus in New Delhi. Candidates from outside India who are unable to attend the interview may be interviewed online.

The Selection Committee will be free to set its own modus operandi for conducting interviews, including the time duration involved for each interviewee.

23. **Salary, Benefits and Incentives**: Salary will be better than most Indian and other SAARC universities. In addition, faculties do not have to pay income tax.

24. **Allowances:** In addition to the basic salary the other components like university housing or HRA, and contribution to pension fund will be added to salary as admissible from time to time to other employees of the University. All necessary support for research is given to faculty.

25. **Annual increment:** A 3% annual increment in basic salary will be provided.

26. **Privileges and Immunities:** - The faculty members will enjoy privileges and immunities as regulated by the SAU Act. 2008, and the Headquarters Agreement. The salary of faculty members will be exempted from Income tax.

27. **Health coverage:** The University offers health benefit schemes as per SAU Rules/Regulations.

28. **Relocation allowance:** Newly appointed faculty members and non-teaching employees belonging in Grades I to III are entitled to a relocation allowance for travel to Delhi along with their family members, and for covering the cost of transporting household goods and luggage as per SAU Regulations. The allowance (upper limit of one month's basic salary) will be payable upon submission of receipts of actual expenses on travel and transportation of household goods.

29. **Duties and Responsibilities**

In all matters, employees will follow the University Rules, Regulations and Bye-laws laid down by the Executive Council and Governing Board from time to time.

SAU follows a 40-hour work week with holidays on Saturdays and Sundays and some other notified holidays. An average of at least 10 credits of teaching contact hours per semester is a minimum essential eligibility condition for faculty promotion. Teachers are expected to regularly update the contents of the courses they teach in view of the new knowledge that becomes available from time to time in their areas of teaching and research. In addition, they will evaluate the performance of students and conduct/ guide their research work.

A faculty member is expected to:

  i. Apply for and obtain external funding to enable development of independent research as well as to develop links with other departments across the University and elsewhere.

  ii. Have the ability to teach effectively over a range of topics at the post-graduate level, not exclusively in the area of his/her research expertise, in lectures, lab sessions and tutorials.

  iii. Supervise the research of students registered for a Master's or M.Phil/PhD programme.

  iv. Contribute to various institution-building tasks implicit in the growth of SAU. For example, faculty members may be called upon to share some administrative responsibilities including working on various University committees, and expert groups, participating / overseeing extra-curricular activities of students or other duties assigned by the University authorities from time to time. Faculty members may also be required to devote part of the vacation period for work related to admissions and evaluation.

30. **Visa**: SAU will sponsor selected candidates, who are not citizens of India, for special SAU Visa from the Government of India.

31. **Leave:** SAU has provision for duty leave, casual leave, earned leave, medical leave etc. as per the University's Rules, Regulations and Bye-laws.

32. **Instructions:**

  (a) Please read the instructions and general conditions before preparing and submitting the application form.

  (b) The application form is a MS word document that may be filled on computer and printed out for signing and submission.

  (c) Application Fee: A fee of **US$ 20** or Indian **Rs.1700/- for Teaching post and Grade I to III** non-teaching post, **and a fee of US$ 10 or Indian Rs. 850/-** for other non-teaching post can be paid via online payment process available on SAU website by using credit/debit card or net banking, OR via a bank draft drawn in favour of "**South Asian University**", New Delhi. The applicant must write his/her name and post applied for, on the reverse side of the bank draft.

  (d) In career history, please fill only those positions that were held for at least 6 months.

  (e) On the Publications page, please include those, and only those, research publications that were peer-reviewed. Please do not include abstracts,

and articles submitted or under preparation. Magazine and newspaper articles should not be included.

(f) Under "honours, awards and distinctions", please include only significant national and international recognitions. These would include Elected Fellowships of Prestigious Professional Academies, competitive scholarships, medals, orations, invited memberships to prestigious bodies, and consultancies. Please do not include paid memberships of professional bodies and memberships of internal bodies of the institution where you are working or are employed.

(g) Please note that the candidates who are currently employed will have to submit a no-objection certificate from their current employer. This no-objection certificate may be submitted along with the application form itself or at the latest, presented at the time of interview. However, it is not needed in case the applicant is currently employed in a private institution / organization. This certificate is to ensure that selected candidates will be relieved from their current positions without undue delay.

(h) Candidates, who wish to apply for more than one position, should fill up and send a separate application form for each position. Application fee will have to be paid separately for each application.

33. **General Conditions:**

(a) The applications received in response to this advertisement will be scrutinized and only shortlisted candidates will be called for selection process. Merely fulfilling the requirements laid down in the advertisement will not automatically entitle any candidate to be called for further participating in the selection process.

(b) No correspondence will be entertained from any ineligible and non-selected candidate. In all matters regarding eligibility, the selection process, the stages at which the scrutiny of eligibility is to be undertaken, documents to be produced for the selection process, assessment, prescribing minimum qualifying standards in the selection process, number of vacancies, communication of results, etc., the University's decision shall be final and binding on the candidates and no correspondence or personal enquiries shall be entertained in this regard.

(c) The University reserves the right to:
   i. To fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.

ii. Offer the post at the level lower than that advertised, depending upon the qualifications, experience and performance of the candidates.

iii. Draw reserve panel(s) against the possible vacancies in the future.

iv. Relax any of the desirable qualifications/experience/age at its discretion.

v. Not-to fill up any or all the advertised posts.

vi. Modify/change the qualification/age limit and experience criteria from time to time for various non-teaching posts even after publication of this advertisement.

vii. To conduct written tests for further shortlisting the candidates for such posts where a large number of applications are received or even otherwise.

viii. Consider the applications of candidates who have not applied.

(d) Written tests which may be conducted for short listing of candidates should not be construed as a merit test. The selection will be made on the basis of relevant experience, past accomplishments and the performance in the interview on the recommendation of a Selection Committee.

(e) The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates to be called for interview. Where the number of applications received in response to an advertisement is large and it will not be convenient or possible to interview all the candidates, the University, at its discretion, may restrict the number of candidates to a reasonable limit on the basis of qualifications/experience higher than the minimum prescribed in the advertisement.

(f) Incomplete applications are liable to be rejected.

(g) Applications received after last date shall not be entertained, the University will not be responsible for any postal delay.

(h) The offer made to the selected candidates will be subject to the submission of medical fitness certificate in the prescribed form at the time of joining. The University may also ask the candidate to undergo medical check-up from the empaneled hospital/agency immediately on joining at University's cost.

34. **Submission of Applications:**

(a) Applications, along with all the requisite documents as mentioned in the application form must be submitted by post/courier to the following address:

Registrar, Room No. ES 404, 4ᵗʰ Floor, South Asian University, Rajpur Road, Maidan Garhi, New Delhi- 110068, India.

(b) The last date for receiving the applications is 20 May 2024.

Nothing in this advertisement may be construed as prejudicing in any manner the SAARC Intergovernmental Agreement, Rules, Regulations and Bye Laws.

Sd/-

Acting Registrar