Assistant Manager (Systems) – Full-time (Men’s Campus)

No. of Vacancies: 2
Pay Scale: 10900-300-11200-330-12190-360-13270-390-14440-420-15700-450-17050-490-18520-530-20110-570-21820-610-23650-650-25600-700-27700-750-29950-800-31550 (HRA and DA are applicable as per Institute rules)
Closing Date of Application: 31 May 2016

DESCRIPTION

The Assistant Manager (Systems) will be in-charge of the administration of the Computer Centre, central servers, troubleshooting networks etc. at a Men’s Campus at SSSIHL. He will also teach Microsoft Office packages to students.

In addition to these primary duties, successful candidates will be expected to participate in other academic/co-curricular activities as required from time to time and share administrative duties of the hostel and the university.

REQUIREMENTS

- A bachelor’s degree (preferably in Computer Applications or Computer Science).
- Strong IT knowledge
- Competency in the use of Microsoft Office Applications (Word, Excel, etc.)
- Ability to show initiative and forward planning skills in relation to teaching, administration and time management.
- Proficiency in English is necessary to effectively communicate with students.
- Appreciation and willingness to live a disciplined life, based on the basic human values as enunciated by Bhagawan Sri Sathya Sai Baba is essential.

Interested candidates can apply by sending their resume / CV along with scanned copies of their degree certificates and corresponding marks lists via email to registrar@sssihl.edu.in before the closing date of application.

HOW TO APPLY

Shortlisted applicants will be invited for an interview at the Administrative Office, SSSIHL at Prasanthi Nilayam. Applicants are required to make their own arrangements for stay, travelling and other related expenses.