



# VACANCY FOR OFFICE ASSISTANT

# SGT UNIVERSITY

## SHREE GURU GOBIND SINGH TRICENTENARY UNIVERSITY

(UGC Approved) Gurugram, Delhi-NCR

SGT University (NAAC A+ Grade Accredited), in its campus spread over 70 acres near Gurgaon, offers 1600+ UG and PG courses in Engineering, Management, Health Sciences, and Medical Education. It is a part of a group spanning the fields of education and hospitality. The University employs close to three thousand people. The campus has accommodation for employees and hostels for students and offers excellent support facilities such as shopping complex, medical facilities, sports, entertainment, and transportation. The campus is located less than 5 km from the Delhi border of Daurala and offers convenient access to Indira Gandhi International Airport, Delhi.

**Name of the Post:** Office Assistant  
**No. of vacancies:** Multiple  
**Age:** Above 22 years

### Qualification & Experience

- Graduate or equivalent additional education or certification in office administration or related field is a plus.
- Previous experience in an office environment or administrative role preferred.
- Proficiency in Microsoft Office applications, including Word, Excel, and PowerPoint.
- Excellent verbal and written communication skills, with the ability to interact professionally with employees, clients, and vendors.
- Strong organizational skills and attention to detail.
- Ability to prioritize tasks and manage time effectively in a fast-paced environment.
- Proactive attitude with a willingness to take on new responsibilities and assist others as needed.
- Ability to work both independently and collaboratively as part of a team.

### Duties/Responsibilities:

- Greet visitors and answer incoming calls in a professional and courteous manner, directing inquiries to the appropriate person or department.
- Provide administrative support to ensure efficient operation of the office, including but not limited to data entry, filing, photocopying, and scanning documents.
- Manage and maintain office supplies inventory, and place orders as needed to ensure adequate stock levels.
- Assist in scheduling appointments, meetings.
- Prepare and distribute internal communications, memos, and announcements.
- Create and format documents, presentations, and spreadsheets using Microsoft Office applications such as Word, Excel, and PowerPoint.
- Assist with basic bookkeeping tasks, such as processing invoices, expense reports, and purchase orders.
- Collaborate with other administrative staff to ensure seamless coordination and execution of office operations.
- Maintain confidentiality of sensitive information and adhere to company policies and procedures.

**How to apply:**

Candidates are required to visit the careers web page <https://sgtuniversity.ac.in/careers/> and apply online or apply by Registered Post to the following Address:

**HR Department (Non-Teaching)  
SGT University  
(Shree Guru Gobind Singh Tricentenary University)  
Gurgaon-Badli Road, Budhera,  
Gurugram, Haryana 122505**

The last date of submission of online applications is 15th August 2024.

No TA/DA will be paid by the SGT University for attending the interview/test.

**General Conditions:**

1. The University shall process the applications entirely on the basis of information/ documents submitted by the candidates. In case the information/documents are found to be false/ incorrect by way of omission or commission, the responsibility and liability shall lie solely with the candidate.
2. All appointments shall be made provisionally subject to verification of certificates. The University shall verify the documents and antecedents of the applicant at the time of test/interview/joining or at any stage during the period of service. In case, it is found at any point of time that any document/ information submitted by the applicant is false or the applicant has suppressed/concealed any relevant information, the services of the selected applicant shall be terminated forthwith without assigning any reason. The University may also initiate appropriate action under the provisions of Indian Penal Code, 1860 for production of false information.
3. All correspondence from the University including test/interview letter, if any, shall be sent only at the e-mail address provided by the applicant in the application form. The applicants are advised to check the website of the University regularly for updates.
4. The University reserves the right to revise/ reschedule/ cancel/ suspend/ withdraw the recruitment process in part or full without assigning any reason. The decision of the University shall be final and no appeal in this regard shall be entertained.
5. The posts advertised are tentative. The University reserves the right not to fill up the vacancy as advertised, if the circumstances so warrant. Vacancies may increase or decrease.
6. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an appointment letter, the University reserves the right to modify/ withdraw/ cancel any communication made to the applicant in this regard.
7. In case of any dispute/ ambiguity that may occur in the process of selection, the decision of the University shall be final.
8. Candidates should possess the essential qualifications as on the closing date of application.



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9. Working knowledge of latest computer applications and good communication skills are mandatory for all positions and the University reserves its right to test the skill of a candidate at the time of selection.
10. Mere fulfilling the minimum educational qualification and experience shall not entitle a candidate to be necessarily called for the test/interview.
11. Applicants who do not meet the qualifications given in this advertisement and/or incomplete applications will be rejected summarily.
12. Canvassing in any form will lead to disqualification.