



**NAVRACHANA
UNIVERSITY**

a UGC recognized University

Office Assistant (Admission and Examination)

Navrachana University Vadodara (NUV) invites the applications for the Administration Department.

Office Assistant (Admission and Examination)

Qualification and Eligibility Criteria:

- Graduate in any discipline
- Must know MS-Excel, MS-Word, Basic computer knowledge
- Preferably worked in University, College, Educational Institute for 1-2 years
- Knowledge of Academic ERP is desirable
- Communication skills: Reading and Writing in English
- Proactive approach with positive attitude is a must

Salary: As per UGC and the University norms.

Interested candidates please e-mail your detailed CV with references to hr@nuv.ac.in with same subject line as that of the heading above within 10 days from the date of notification.

Date of notification: December 21, 2021 (Tuesday)

Last Date of application: December 31, 2021 (Friday)