



XAVIER UNIVERSITY

BHUBANESWAR

RECRUITMENT OF NON - TEACHING STAFF POSITIONS

Applications are invited for the posts enumerated below in the non – teaching category of the University:

1. Secretarial Assistants

Desirable Profile:

- Minimum Graduate in any discipline.
- Proficient in MS- Office and other computer applications.
- Fluency in English.
- Applicants with work experience will be preferable.

2. Programme Assistants

Desirable Profile:

- Minimum Graduate in any discipline.
- At least 3 years of work experience in Secretarial/Administration/Office management jobs.
- Proficient in MS- Office and other computer applications.
- Fluency in English.
- Work experience in educational institutions shall be preferable.

3. Guesthouse In- Charge / Administrative Assistant

Desirable Profile:

- PG. Diploma in Hotel Management.
- Minimum 3 years of industry experience.
- Proficient in MS- Office and other computer applications.
- Fluency in English.

Please note: The CVs will be kept in our database for recruitment. Only the shortlisted candidates will be intimated. We regret that we will be unable to take queries on the process.


Registrar