SJCC is inviting applications for the position of:

Administrative Staff

1. HR Manager
Required Qualification:

a. Degree in Human Resource Management with 5 - 10 years of relevant experience, preferably in an educational institution.

b. Strong knowledge of labor laws, statutory compliances, payroll, PF, ESI, and employee relations.

c. Experience in recruitment, onboarding, performance management, and policy implementation.

d. Proficiency in HRMS, and MS Office, especially Excel and documentation.

e. Fluency in English and Kannada.

f. Excellent communication, leadership, and conflict-resolution skills with high ethical standards.

2. Facilities Manager
Required Qualification:

a. Under-Graduate / Post Graduate degree with 5 - 10 years as a maintenance manager, preferable in an educational institution.

b. Should be fluent in English and Kannada.

c. Should be able to work with Staff and Students directly.

d. Should be analytical and solution-oriented.

3. Associate IT Manager
Required Qualification:

a. Under-Graduate / Post Graduate degree in Computer Science, Information Technology, or related field with 5 -10 years in IT support, systems administration, or campus IT operations.

b. Strong knowledge of network management, servers, hardware, software, and cybersecurity basics.

c. Experience in managing institutional IT infrastructure.

d. Good team coordination, vendor management, and problem-solving skills, with the ability to support faculty, administrative staff, and students.

4. Associate Accounts Manager
Required Qualification:

a. Under-Graduate / Post-Graduate degree in Commerce, Accounting, Finance, Business Administration (M.Com / MBA - Finance preferred) with 5 - 10 years of relevant experience in accounts or finance, preferably in an educational institution.

b. Maintain Grant-in-Aid, Management, and UGC accounts; record receipts and payments; prepare cheques; and ensure accurate books of accounts with regular monthly reconciliation.

c. Prepare monthly and annual budgets, monthly salary statements, fee structures, and carry out quarterly tax calculations in compliance with statutory requirements

d. Generate monthly accounts reports and provide financial and accounting information required for AQAR, NIRF, and other institutional departments.

e. Prepare books of accounts for statutory, UGC, government, and university audits, and

respond to queries from auditors, regulatory authorities, government departments, and employees.

f. Supervise assigned accounting staff, coordinate departmental accounting activities, and contribute as a member of institutional committees such as the Staff Service Committee.

5. <u>Associate Office Superintendent</u>

Required Qualification:

a. Under-Graduate / Post-Graduate degree with 5 - 10 years of administrative experience in an educational institution or similar organization.

b. Manage official correspondence with JD Office, BU/BCU, AICTE, RTI matters, certificate scrutiny, approvals, convocation activities, and statutory documentation.

c. Proficiency in MS Office, Google Spreadsheets, Drive, Docs, etc.

d. Generate monthly salaries through HRMS, maintain attendance, CL/EL registers, Group Insurance, FBF records, workload statements, and handle leave encashment and arrears for retired staff.

e. Prepare annual bills, verify income tax details, calculate arrears, and manage annual and admission fee calculations as per university and government norms.

f. Coordinate admission-related work including BCU admissions, BBA AICTE admission approvals, UUCMS data entry, online student verification through Docswallet, and student government scholarships

g. Ensure accurate maintenance of records, timely submission of reports, and compliance with requirements of affiliating bodies and regulatory authorities.

6. <u>Graphic Designer & Video Editor</u>

Required Qualification:

a. Under-Graduate / Post Graduate degree in any discipline with 2+ years of experience in a similar role is preferred.

b. Experience in photography, videography, designing, and editing.

c. The candidate must have experience in or openness to learn how to handle social media and good trainability

7. <u>Office Assistant</u>

Required Qualification:

a. Under-Graduate / Post Graduate degree in any discipline with 2 years of experience in a similar role is preferred.

b. Proficiency in MS Office (MS Word, MS Excel and MS Powerpoint, in particular)

c. Should be proficient in ERP software with strong IT skills and excellent communication abilities.

Send your latest resume with supporting documents to recruitment@sjcc.edu.in
before 20th January, 2026

<u>Recruitment Schedule</u>:

Application Deadline : 20th January, 2026
Selection & Interview Period : 02nd - 07th February, 2026
Results Communication : 16th February, 2026
Date of Joining (Selected Candidates) : 11th May, 2026