



# ST JOSEPH'S UNIVERSITY

BENGALURU, INDIA

Interested candidates for these non-teaching posts should fill out the Google Form (link provided below) and upload their CV and cover letter as attachments to the Form. The Google Form should be submitted on or before **Saturday, 13 June 2026**.

Google Form link:

<https://forms.gle/U7ZLUno6ZtLDxFUY8>

## STAFF RECRUITMENT 2026

### Non-Teaching Posts:



#### COUNSELLOR

Department of Counselling



#### OFFICE ASSISTANT

IQAC



#### OFFICE ASSISTANT

Examination Section

Work timings vary by shift, as the University runs 3 shifts, including a Third Shift from 2:00 pm to 9:00 pm. The selected candidates are expected to join immediately after the final selection. Please note that as per UGC notification 2018, PhD is mandatory for Assistant Professors w.e.f. 01-07-2021, and will be adhered to on the availability of suitable qualified candidates preferably with 8 years of teaching experience.

**5 JUNE 2026**

[www.sju.edu.in](http://www.sju.edu.in)

## COUNSELLOR

### *Department of Counselling*

**Essential Qualification:** MSc in Counselling Psychology

**Requirements:** The candidate must have at least 3-4 years of experience in individual and group therapy with adolescents and young adults. The candidate must be emotionally sensitive and familiar with the local languages. Candidates with experience in supervision will be preferred

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## OFFICE ASSISTANT

### *Internal Quality Assurance Cell (IQAC)*

**Qualification:** A Graduate or Postgraduate Degree in any discipline

**Requirements:** The candidate must have secretarial practice, strong communication skills in English and Kannada, both written and spoken, good typing skills in English and Kannada with proficiency in Microsoft Office Suite (Word, Excel...)

#### **Job Description:**

- Providing secretarial assistance and administrative support to the IQAC Director.
  - Convening meetings, documentation and follow-up.
  - Data compilation, analysis and submission of compiled data for various rankings of the University.
  - Writing reports and articles for the IQAC data documentation.
  - Coordinating with various stakeholders of the University.
  - Timely disbursement of data to the authorities of the University based on request.
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## OFFICE ASSISTANT

### *Examination Section*

**Qualification:** A Graduate or Postgraduate Degree in any discipline

#### **Requirements:**

- Strong communication skills in both written and spoken English.
  - Effective drafting skills.
  - Proficiency in Kannada, both written and spoken, with drafting-cum-typing skills, will be preferred.
  - Expertise in Microsoft Office Suite, including Word and Excel.
  - Exhibiting adaptability in diverse situations.
  - Open to training and development opportunities.
  - Maintain confidentiality and exercise discretion.
  - Shortlisted candidates will be required to undergo a test to ascertain their competencies.
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