



**ST JOSEPH'S
UNIVERSITY**
BENGALURU, INDIA

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

Invites Applications for **NON-TEACHING POSTS:**

Interested candidates for the following 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 **Sunday, 12 July 2026**.

Google Form link: <https://forms.gle/U7ZLUno6ZtLDxFUY8>

1. ASSISTANT ERP ADMIN

ESSENTIAL QUALIFICATIONS:

Candidates with a BE/BTech in CS or an MCA, a Bachelor's Degree in Computer Science or Information Technology, a BCA, or relevant certifications may apply. A minimum of one year of relevant experience in ERP administration, implementation, or support is required.

REQUIRED SKILLS:

Candidates should have working knowledge of:

- ERP System Administration and User Management
- Ability to learn new technologies quickly and adapt to changing environments
- Excellent problem-solving and analytical skills
- Familiarity with office equipment, such as copiers, fax machines, and scanners
- Curriculum Mapping, Course Registration, Grade Processing, Examination
- Management, and Student Information Management
- Database Management and Report Generation
- Troubleshooting and Technical Support
- Proficiency in Microsoft Office Applications, documentation, and Google Workspace tools, including Google Drive, Google Sheets, and Google Forms

KEY RESPONSIBILITIES:

- Administer and maintain the University's ERP system.
- Manage academic ERP operations, including course and faculty mapping, student records, attendance, registrations, semester promotions, and report generation.
- Provide technical support and user training.
- Ensure data accuracy, security, and system functionality.
- Coordinate with ERP service providers for issue resolution.
- Provide ERP support to faculty, students, and administrators, ensuring smooth academic processes and resolving technical issues on Linways.
- Assist students and parents in registering on Linways and handling all technical grievances of Linways.
- Assist all faculty in handling linways and handling all technical grievances.
- Update additional attendance on the ERP.
- Provide day-to-day ERP support for various academic and administrative functions.

2. WEB DEVELOPER

CORE QUALIFICATION REQUIREMENTS:

- A Postgraduate Degree (PG) or higher qualification in Computer Science, Information Technology, Computer Applications, Software Engineering, or a related field from a recognised University
- A minimum of three years of relevant experience in Web Development, Website
- Administration, Digital Media Management, IT Support, and System Administration

CORE TECHNICAL SKILLS (MANDATORY)

CANDIDATES MUST POSSESS HANDS-ON EXPERIENCE & WORKING KNOWLEDGE IN:

- AWS Server Management (EC2)
- Cloudflare R2
- cPanel Administration
- PHP Development
- Bootstrap Framework
- HTML, CSS, JavaScript, and Responsive Web Design
- UI/UX (User Interface/User Experience) Design
- Database Management (MySQL or equivalent)
- Installation, configuration, and maintenance of hardware and software
- Technical troubleshooting and end-user support
- Content Management Systems (CMS)
- Website security, backup management, and performance optimisation

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.

APPLY NOW

6 July 2026

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