Vacancy No.: SSUHR/ REC/NT/ 2025/004

Recruitment of Office Assistant

Sri Sri University invites applications for the position of **Office Assistant** in the Training & Placement department.

No. of Position	1 (One)
Max Age Limit	35 Years
Qualification & Experience	• Any graduate • 1 to 2 years of experience in relevant field.
Roles & Responsibilities	• A good communication skill • Should have a good quality working knowledge of MS Office • A good command on Ms Excel • A good team player

Salary: Negotiable

How to Apply:

Applicants are requested to submit their applications, using the prescribed application form, with the subject line "**Application for the post of "Office Assistant"**, to **jobs@srisriuniversity.edu.in** by **5:30 PM** on or before **February 28, 2025**. Shortlisted candidates will be required to undergo a selection process.

The **application form** can be found on the University's website**: https://srisriuniversity.edu.in/careers/**

Campus: Sri Sri Vihar, Ward No. 3, Godi Sahi, Bidyadharpur, Cuttack-754006

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