



THE ASSAM

ROYAL GLOBAL UNIVERSITY

( Under Section 2(f) of UGC Act 1956 )



## VACANCIES

**Detailed Recruitment advertisement with eligibility criteria\***

**Seeking visionary leaders with innovative ideas and a proven track record to join one of the North-east India's fastest-growing private universities for the following roles!**

### NON ACADEMIC PROFILES

#### Senior Administrators

##### a. Admission

Candidates with Master's Degree with at least 55% marks along with an experience of at least 10 years of admissions in University/Educational Institutions.

##### b. Outreach

Candidates with a Bachelor's or Master's degree with at least 2-4 years of experience in outreach marketing, educational marketing, or student engagement roles.

##### c. Public Relations (PR)

Candidates with Master's degree in Mass Communication, Public Relations, Journalism, or a related field, along with at least 3-5 years of experience in public relations, media handling, and institutional communication.

##### d. Human Resources

Candidates with Master's Degree with at least 55% marks in HR, along with minimum 10 years of experience in HR of a University.

##### e. Hostel

Candidates with Master's Degree with at least 55% marks from a recognized university with minimum of 10 years of experience in hostel administration in a university/educational institution.

##### f. International Affairs

Candidates with a Bachelor's or Master's degree in international relations, education, marketing, or a related field, with relevant experience in global partnerships, student mobility, cultural exchange, international marketing, or administrative support.

\*As & when vacancies are available for the year 2025 - 26

Candidates with experience in private universities will be given preference. Interested Candidates may send their resume at [careers@rgu.ac](mailto:careers@rgu.ac), specifying the position applied for.





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### NON ACADEMIC PROFILES

#### Senior Software Developer

Candidates with Master's degree in Computer Science, Software Engineering, or a related field with experience in Laravel API, Payment Gateway Integration, Back-End and Front-End Development (Bootstrap preferred), Object-Oriented Programming, and proficiency in modern programming languages such as Java, C#, Python, React, and Next.js.

#### Senior Personal Secretary

Candidates with a Master's Degree from a recognized university with minimum of at least 10 years of experience as a Personal Assistant or Secretary in a university, or other comparable institutions of higher education.

#### Executives

##### a. Social Media

Candidates with a Bachelor's Degree in Marketing, Communications, Journalism, Public Relations, or a related field from a recognized university with at least 2 to 3 years of proven experience in managing social media platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, YouTube) for a brand or organization.

##### b. Letters Drafting & Documentation

Candidates with a Bachelor's or Master's degree in English, Communications, or a related field, with at least 2-5 years of experience in official correspondence, documentation, and report writing. Strong proficiency in formal letter drafting, record-keeping, and compliance with university regulations is essential.

##### c. Regulatory Compliance

Candidates with a Master's degree in Law, Education Administration, Public Policy, or a related field, along with at least 5-7 years of experience in accreditation, statutory compliance, and adherence to UGC, AICTE, or other regulatory body guidelines. Strong knowledge of higher education laws, documentation, and policy implementation is essential.

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### NON ACADEMIC PROFILES

#### Data Analyst

Candidates with a Bachelor's or Master's degree in Data Science, Statistics, Computer Science, or a related field, with at least 3-5 years of experience in data analysis, reporting, and decision-making support within an academic or institutional setting.

#### Sports Officers

Candidates with Master's Degree in Physical Education, along with at least 5 years of experience of managing/organizing sports/sports events in University/Educational Institutions. Must have played any recognized game at National level (minimum 1 game) / Zonal Level (minimum 2 games).

#### Photographer/ Videographer

Candidates with a Bachelor's degree or diploma in Photography, Videography, Film Production, or a related field, with at least 2-5 years of experience in academic or corporate photography and videography. Proficiency in camera operation, lighting, editing software (Adobe Photoshop, Premiere Pro, Final Cut Pro), and storytelling techniques is essential, along with the ability to cover university events, promotional content, and documentary projects.

#### Sound & Light Technician

Candidates with a diploma or Bachelor's degree in Sound Engineering, Electrical Engineering, Audiovisual Technology, or a related field, with at least 2-5 years of experience in handling sound systems, lighting equipment, and stage setup for university events, seminars, and productions. Proficiency in audio mixing, lighting control systems, and troubleshooting technical issues is essential.

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