



ST JOSEPH'S
UNIVERSITY

ಸೈಂಟ್ ಜೋಸೆಫ್ಸ್ ವಿಶ್ವವಿದ್ಯಾಲಯ

STAFF RECRUITMENT 2025

Applications are invited for the following position:

NON-TEACHING POST:

Interested candidates for the non-teaching post 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 **Wednesday, 5 November 2025**.

Google Form link: <https://forms.gle/VKKKcuNLGEyk7omy5>

WEB DEVELOPER CUM ERP ADMINISTRATOR

Qualification: A Bachelor's Degree in Computer Science, Information Technology, BCA, or candidates with relevant certifications.

Roles and Responsibilities :

- Oversee day-to-day ERP operations to ensure smooth and uninterrupted performance.
- Manage user roles, access permissions, and data security within the system.
- Provide support and training to faculty, staff, and administrators on ERP usage.
- Configure and maintain ERP modules to align with institutional processes.
- Collaborate with IT and vendor teams to implement updates, patches, and enhancements.
- Troubleshoot and resolve system issues promptly.
- Ensure regular backups, data validation, and system integrity.
- Prepare and maintain documentation for workflows, procedures, and best practices.
- Assist in ERP integration with other software platforms.
- Identify opportunities to automate processes and improve efficiency through ERP functionalities.
- Knowledge about API Integration.

NOTE: Work timings will vary depending on the shift, as the University runs 3 shifts, including a Third Shift from 2:00 pm to 9:00 pm.

St Joseph's University, P. O. Box 27094, #36, Lalbagh Road, Bengaluru – 560027

Ph: 2221 1429, Website: www.sju.edu.in

29 October 2025