



ST JOSEPH'S  
UNIVERSITY

22 May 2025

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# STAFF RECRUITMENT 2025

*Applications are invited for the following positions at  
St Joseph's University, Lalbagh Road:*

## TEACHING POSTS (PROFESSORS / ASSOCIATE / ASSISTANT PROFESSORS)

Interested candidates for the following teaching post should fill out the Google Form (link provided below) and upload their CV, cover letter, and list of publications (if any) as attachments to the Form. *It is important to note that research, publications, patents, and related activities are of significant importance within a university setting.* The Google Form should be submitted on or before **Thursday, 29 May 2025**. Calculation of Seniority will be done as per the University's API Policy.

Google Form link: <https://forms.gle/S1AWWWDk7VsPopHG9>

### 1. School of Social Work

Essential Qualification: MSW with NET or KSET

Preferred Qualification: PhD



### 2. School of Humanities & Social Sciences

Essential Qualification: MA Sociology with NET or KSET

Preferred Qualification: PhD



### 3. School of Life Sciences

Department of Biotechnology

Qualification:

- PhD in Biotechnology/ Molecular Biology/ Cell Biology/ Genetics/ Bioinformatics with good research credentials.
- NET/ SLET will be an added advantage.
- A minimum of 2 years teaching experience.
- Ability to handle UG and PG classes in Genetics, Biostatistics, Bioinformatics.



## 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 **Thursday, 29 May 2025**.

Google Form link: <https://forms.gle/CXzjy4DYyMzjTsWa9>



### 1. DIRECTOR OF PHYSICAL EDUCATION

**Essential Qualification:** Master's Degree in Physical Education /Sports Management / Sports Science or a relevant field.

**Preferred Qualification:** PhD

#### *Requirements*

- Over ten years of experience in the sports industry, including at least five years in a leadership capacity.
- Demonstrated success in developing students for various tournaments and competitions and organising and executing sporting events.
- Proven ability to motivate and inspire athletes and teams, with a strong commitment to their development.
- Excellent communication, interpersonal, and presentation skills.
- Proficient in leadership and problem-solving methodologies.
- Comprehensive understanding of the business aspects of the sports industry, including finance, contracts, and negotiation strategies.
- Ability to perform effectively under pressure while meeting established deadlines.

#### *Essential Roles and Responsibilities*

- Provide leadership, guidance and counsel for the development and promotion of Physical Education in St Joseph's University, to achieve the strategic vision set by the Top Administration, in accordance with standards of excellence and integrity.
- Ensure the safety and well-being of all athletes, regardless of gender.
- Teach and model good sportsmanship and ethical behaviour, upholding discipline and promoting exemplary conduct among athletes and teams.
- Ensure adherence to the policies and procedures of the University, as well as compliance with the regulations governing external events.
- Demonstrate a sense of ownership and accountability in all responsibilities.
- Inspire and motivate the staff/coaches to achieve excellence in training.
- In conjunction with the Department of Physical Education, prepare the Sports Calendar for the academic year, ensuring zero clashes with academic events and examinations.
- Organise intra-university and inter-university sports fests, events, etc., and make necessary arrangements for the same, ensuring the eligibility of participants in various tournaments organised and maintaining records of participants and results of these events.
- Facilitate the provision of suitable sports infrastructure, equipment, jerseys, etc., within the allocated budget.
- Report non-working equipment and facilitate its repair/replacement.
- Promulgate and promote the spirit of sportsmanship, fair play, dedication, etc., among the students. / ethics/ values...
- Finalise the selection of students for various sports teams of the University, with appropriate availability of backup players.
- Accompany the students and teams for various National Level Sports Tournaments, etc.

## 2. ACCOUNTS STAFF

**Essential Qualification:** BCom

**Preferred Qualification:** MCom

### ***Job Description***



- Prepare daily reports on fee collection.
- Prepare monthly salary bills for Grant-in-Aid personnel and the pension documentation for these aided staff members, ensuring proper entries in their service registers.
- Remit monthly salary deductions for income tax, professional tax, group insurance, and family benefit fund contributions.
- Compile monthly reconciliation statements for LIC premiums and remittances.
- Develop an annual budget for staff as mandated by government regulations.
- Prepare annual statement of salaries and 01-01 statements for salary adjustments and submit them to the Joint Director of Collegiate Education (JDCE); prepare the annual salary statements for tax finalisation purposes.
- Prepare and disburse Dearness Allowance (DA) arrears.
- Prepare salary arrears for UGC and state staff.
- Prepare quarterly income tax details and maintain correspondence with the BJES.
- Review Form 16 for all staff members, rectify any discrepancies, and issue the finalised hard copies to the staff.
- Conduct individual income tax calculations and integrate them into the monthly salary computations.
- Document earned leave and pertinent entries in service records post-pension finalisation.
- Enter annual increments and leave entitlements in the service registers, draft fixation orders, and other directives issued by the department, and affix photocopies of such orders in the service registers.
- Respond to all Right to Information (RTI) requests as required.
- Manage the College account and Joint account, including preparation of vouchers and cheques, issuing payments, and performing monthly reconciliations of the accounts.
- Address any inquiries from the Joint Director of College Education (JDCE) as necessary.
- Prepare records for internal audits as well as audits by JD Auditors and the Accountant General (AG).
- Issue salary certificates to staff members as required.
- Assume liability for any penalties imposed by governmental bodies, such as the University Grants Commission (UGC), Department of Biotechnology (DBT)/Department of Science and Technology (DST), Council of Scientific and Industrial Research (CSIR), income tax authorities, insurance companies, and the University, resulting from negligence in executing the aforementioned responsibilities.
- Undertake any additional tasks assigned by the Vice-Chancellor, Pro-Vice-Chancellors, Registrar, or Finance Officer of the institution.

**NOTE:** The 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. The selected candidates are expected to join immediately after the final selection.

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