



## Non-Teaching positions in the Student Section

# Assistant Manager | Sr. Assistant | Jr. Assistant

### Roles & Responsibilities

- Maintenance of complete student records and dossiers from enrolment/admission till graduation, including academic, personal, and statutory documents.
- Handling student-related documentation, verifications, certificates, and official correspondence.
- Addressing and resolving student queries and grievances related to academic and administrative matters in coordination with concerned departments.
- Updating and managing student data in ERP / University management systems.
- Assisting in processes related to admissions, registrations, examinations, results, convocation, and degree issuance.
- Ensuring proper record retention, indexing, and retrieval as per University and statutory requirements.
- Drafting official letters, notes, and correspondence, particularly in Marathi, for internal and external communication.
- Liaisoning with Higher Education authorities, affiliating/statutory bodies, and Mantralaya (Government of Maharashtra), as and when required.

### Qualifications & Experience

- Post Graduation/Under Graduate
- Prior experience in Student Section in a University or Higher Educational Institution.
- Good working knowledge of drafting official correspondence in Marathi.
- Proficiency in computer applications (MS Office, Email, ERP systems).

### Desirable / Preference:

- Candidates having prior experience in liaisoning with Higher Education Departments and Mantralaya will be given preference.

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**D.Y.Patil International University**  
Sector 29, Akurdi, Pune, Maharashtra, Pin - 411044.