
Mohammad Ali Jauhar University, Rampur
(A Recognized University)

RECRUITMENT NOTICE

Date: [17/05/2025]

Applications are invited from eligible candidates for the post of **Admission Councillor** at Mohammed Ali Jauhar University. The position is full-time and will be based in the university's Admission Department.

Position: Admission and Career Counsellor

Number of Vacancies: 02 (Two)

Essential Qualifications:

- Graduate in any discipline from a recognized university.
- Good communication and interpersonal skills.
- Proficiency in English, Hindi and Urdu (spoken and written).
- Basic computer knowledge is mandatory.
- Experience in academic counselling or similar roles will be preferred.

Job Responsibilities:

- To Guide prospective students and their parents about the admission procedure, educate the prospective student/parents about the importance of courses, placement process and various academic programs.
- To visit Schools/Institutions/Coaching Centre to represent the University and make a presentation about the courses, admission process, to inform the students regarding scope of the different courses and satisfies the queries of the students/people.
- To assist in document verification and the entire admission process.
- To maintain student records and perform data entry tasks.
- Coordinate with academic departments for smooth admission operations.
- Any other duties as assigned by the university authorities.

Last Date to Apply: 27/05/2025

How to Apply:

Interested candidates may submit their detailed resume along with copies of educational qualifications, a recent passport-size photograph, and a cover letter to the address or email mentioned below:

Address:

Registrar,
Mohammed Ali Jauhar University,
Rampur, Uttar Pradesh – 244901

Email: registrar@jauharuniversity.edu.in

Phone: [7599361707/08]

For more details, kindly visit the university admission office directly.