

NOBLE UNIVERSITY, JUNAGADH (GUJARAT)

(Established under the Gujarat Private Universities Act / Enlisted among Universities Recognised by UGC)

VACANCY ADVERTISEMENT

UNIVERSITY LEADERSHIP, OFFICERS & ADMINISTRATIVE POSITIONS.

Noble University invites applications for Senior Leadership (University Officers) and Administrative level positions from eligible Candidates. The details of Eligibility Criteria (Academic Qualifications, Experience and Age limit) are as under:

1. Director of Internal Quality Assurance Cell (IQAC)

Eligibility:

(A) Essential Qualifications and Experience

- (a) Ph.D. in any discipline from recognised University.
- (b) Minimum 10 years of teaching, research and/or academic administrative experience in higher education, out of which 3 years' Experience as Professor.
- (c) Sound knowledge of outcome-based education, quality benchmarks and continuous quality improvement systems.
- (d) Demonstrated hands-on experience in NAAC accreditation processes, including IIQA, SSR, AQAR, DVV and metrics.
- (e) Exposure to internal Academic Audits

(B) Age Limit

Preferably below 60 years.

(C) Desirable

- (a) Prior experience as IQAC Head or Director in an accredited institution.
- (b) Exposer to NIRF and QS ranking frameworks.

2. Director of Research

Eligibility:

(A) Essential Qualifications and Experience

- (a) Ph.D. in any discipline from recognised University.
- (b) Minimum 10 years of teaching and/or research experience in a recognised Higher Education Institution, out of which 3 years' Experience as Professor / Research Scientist.
- (c) Strong research credentials with publications in peer-reviewed and indexed journals.
- (d) Demonstrated experience in research promotion, formulation and implementation of institutional research policies.
- (e) Experience in handling externally funded research projects, consultancy, patents and innovation activities.
- (f) Sound knowledge of research ethics, plagiarism regulations, IPR and NAAC/NIRF research related metrics.

(B) Age Limit

Preferably below 60 years.

(C) Desirable

- (a) Experience in leading a Research Cell, Research & Development (R&D) Unit or Centre of Excellence (CoE).
- (b) Exposure to national and international funding agencies, interdisciplinary research and academic collaborations.

3. Chief Finance & Accounts Officer (CFAO)

Eligibility:

(A) Essential Qualifications and Experience

- (a) Postgraduate degree in Commerce / Finance / Accounting / Management from a recognised University.
- (b) Minimum 15 years of relevant experience, including at least 5 years at a senior managerial level.
- (c) Experience in University / Higher Education Institution / Large Educational Trust is mandatory.
- (d) Proven expertise in budgeting and financial planning.
- (e) Experience in statutory audits and internal audits.
- (f) Strong knowledge of financial compliance with Regulatory Council norms.
- (g) Hands-on experience with ERP-based financial systems.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

- (a) Experience in Private Universities of national repute and exposure in dealing with government funding, grants and accreditation - linked finance.
- (b) Qualification of CA / MBA (Finance) will be preferable.

4. Administrative Officer

Eligibility:

(A) Essential Qualifications and Experience

- (a) Postgraduate degree from a recognised University.
- (b) Minimum 15 years of administrative experience in a University or reputed Higher Education Institution.
- (c) Sound knowledge of University Governance, Statutory provisions, Act, Statutes and Ordinances.
- (d) Exposure to regulatory inspections and academic administration.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

- (a) Experience in private Universities.
- (b) Familiarity with ERP-based administrative systems.

5. HR Manager

Eligibility:

(A) Essential Qualifications and Experience

- (a) Master's degree in Human Resource Management / Personnel Management from a recognised University.
- (b) Minimum 8–10 years of relevant HR experience, preferably in the education sector.
- (c) Experience in recruitment as per UGC norms.
- (d) Knowledge of faculty and staff service matters.
- (e) Exposure to performance appraisal systems and payroll management.
- (f) Experience in statutory compliances including PF, ESI and gratuity.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

- (a) Experience in employee engagement and policy formulation.
- (b) Working knowledge of ERP-based HR system.

6. Purchase Officer

Eligibility:

(A) Essential Qualifications and Experience

- (a) Graduate or Postgraduate degree in Commerce / Management / Supply Chain Management from a recognised University.
- (b) Minimum 7 years of experience in procurement and purchase operations.
- (c) Knowledge of purchase procedures, tendering and quotation evaluation.
- (d) Experience in vendor development, negotiation and inventory control.
- (e) Ability to maintain audit-compliant purchase documentation.
- (f) Ability to maintain Store Section.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

- (a) Knowledge of e-procurement systems and statutory purchase norms.
- (b) Experience in educational institutions or hospital is preferable.

7. Transport Manager

Eligibility:

(A) Essential Qualifications and Experience

- (a) Graduate degree from a recognised University.
- (b) Minimum 7 years of experience in transport or fleet management.
- (c) Experience in large campuses, residential institutions or organisations.
- (d) Knowledge of vehicle operations and maintenance scheduling.
- (e) Experience in driver management and safety compliance.
- (f) Familiarity with RTO regulations and statutory documentation.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

Experience in managing large vehicle fleets.

8. Marketing Manager

Eligibility:

(A) Essential Qualifications and Experience

- (a) Master's degree in Marketing / Management / MBA from a recognised University.
- (b) Minimum 10 years of experience, preferably in a University / Higher Education Institution.
- (c) Experience in admissions promotion, branding and digital marketing and outreach activities.
- (d) Strong communication and coordination skills.

(B) Age Limit

Preferably below 55 years.

(C) Desirable

Experience in Private Universities and familiarity with ERP / CRM-based admission systems.

How to Apply: Interested and eligible candidates are requested to scan the **QR code**, fill in the application form and upload it along with copies of all necessary certificates and a passport-size photograph, **on or before 10th March, 2026**.

