Telangana State Private Universities Act No. 11 of 2024
Gowraram, Hyderabad, Telangana, 502279
www.kaveriuniversity.edu.in

NOTIFICATION NO. 16/2026

Administrative & Support Services

The University invites applications from dynamic, competent, and experienced professionals for the following positions:

1. Assistant Administrative Officer (Assistant AO)

Minimum Qualifications & Experience

Bachelor's Degree in any discipline from a recognized University. Master's Degree / MBA in Administration or Management is desirable. Minimum 3+ years of relevant experience in university administration, institutional administration, or a similar role.

Key Responsibilities

- Coordinate day-to-day administrative operations of the University Building.
- Maintain official files, records, registers, correspondence, and documentation.
- Coordinate with departments and support services for smooth operations.
- Assist in meetings, notices, reports, circulars, and official communications.
- Coordinate with housekeeping, security, maintenance, and other service teams.
- Monitor administrative requirements and ensure timely resolution of issues.
- Support senior officers in implementing University policies and administrative procedures.

2. Administrative Assistant

Minimum Qualifications & Experience

Bachelor's Degree in any discipline from a recognized University. Minimum 1–2 years of relevant experience in administration, office coordination, or a similar role. Freshers with strong administrative skills may also be considered.

Key Responsibilities

- Provide administrative and clerical support to the Administration Department.
- Maintain files, registers, records, correspondence, and databases.
- Prepare routine letters, notices, reports, and official communications.
- Handle emails, correspondence, documentation, scanning, and data entry.
- Assist in scheduling meetings, appointments, and administrative activities.
- Coordinate with departments for collection and submission of information.
- Perform other administrative duties assigned by the reporting officer.

3. Transport Coordinator

Minimum Qualifications & Experience

Bachelor's Degree in any discipline from a recognized University. Minimum 2+ years of relevant experience in transport coordination, fleet management, logistics, or institutional transport operations.

Key Responsibilities

• Coordinate daily University transport operations, routes, and schedules.
• Coordinate with drivers and transport staff for timely vehicle operations.
• Maintain records of vehicles, drivers, routes, fuel, and vehicle movement.
• Monitor vehicle servicing, repairs, insurance, permits, and fitness requirements.
• Address transport-related queries and coordinate with students, staff, and departments.
• Manage vehicle breakdowns, emergencies, and alternate transportation arrangements.
• Prepare transport reports and ensure compliance with University transport policies.

Application Procedure

Interested candidates may download the Non-Teaching Application Form from:

Kaveri University – Downloads Applicants should submit the completed application form along with Resume and relevant experience certificates in a single PDF document to: careers@kaveriuniversity.edu.in

Last date for submission: 15-10-2026

Registrar