जवाहरलाल नेहरू उन्नत वैज्ञानिक अनुसंधान केंद्र
जक्कूर पोस्ट, बेंगलूरु - 560064, कर्नाटक, भारत
विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार के अधीन एक स्वायत्त संस्थान
सम विश्वविद्यालय संस्था
Jawaharlal Nehru Centre For Advanced Scientific Research
Jakkur P.O., Bengaluru - 560064, Karnataka, INDIA
An autonomous institution under Department of Science and Technology, Govt. of India.
An Institution Deemed-to- be-University

Advt. No. JNC/AO/NO.35/2026 Date: November 17, 2026

The Jawaharlal Nehru Centre for Advanced Scientific Research (JNCASR), an autonomous research institution under the Department of Science and Technology, Government of India, and deemed to be University, invites applications from qualified and skilled candidates for the position of **ERP Executive – Academic Systems on a contract basis** initially for a period of one year from the date of engagement. The contract may be extended based on requirements and performance review. The details regarding eligibility, qualifications, remuneration, key responsibilities, and the application form are enclosed in **Annexure I and II.**

Sd/-
Administrative Officer
JNCASR

ANNEXURE-I

Name of the Position: ERP Executive – Academic Systems

No. of Positions: 01

Nature of Appointment: Contractual

Period of Engagement: One year, extendable based on performance and institutional requirements.

Consolidated Remuneration:
₹75,000–₹1,20,000 per month, commensurate with qualifications and relevant experience.

Essential Qualification & Experience:

BE/BTech/MCA/MSc/MTech/MS/MIS or equivalent in Computer Science, Information Technology, Computer Applications, Information Systems, Management Information Systems, Software Engineering, Computer Engineering, Electronics or related areas from a recognized University/Institution.

Minimum 3-5 years of relevant experience in ERP/Student Information System (SIS) implementation, administration, functional support, process digitization or related areas.

Experience in universities, higher-education institutions, research institutions or other educational organizations will be highly preferred.

Desirable Experience / Skills:

- Experience in **Academic ERP / Student Information System (SIS)** and understanding of student lifecycle and academic processes, including admissions, academic records, examinations, results and thesis/dissertation management.
- Experience in ERP/SIS implementation, requirement gathering, process mapping, fit-gap analysis, system configuration/customization, data migration, integration, testing/UAT and user training.
- Experience in coordinating with ERP/SIS vendors and technical teams.
- Understanding of **APIs, databases and system integration**.
- Knowledge of SQL, HTML, JavaScript, PHP, Python, Java or equivalent technologies will be an advantage.
- Strong analytical, problem-solving, communication and stakeholder-management skills.

Note: The position is primarily **functional and implementation-oriented**. Candidates are not required to be expert programmers in multiple programming languages. Strong **ERP/SIS implementation experience and higher-education domain knowledge** will be given significant consideration.

Key Responsibilities:

The incumbent will:

- Gather and document requirements from Academic and Administrative units.
- Map institutional processes into **ERP/SIS workflows** and identify gaps and areas for improvement.
- Coordinate **ERP/SIS implementation, configuration, customization and integration** with vendors and technical teams.
- Coordinate data migration, testing, UAT and deployment.
- Facilitate user training, documentation and post-implementation support.
- Coordinate system enhancements, issue resolution and continuous improvement of the system.

Age:

Preferably below 45 years as on the last date of application. Candidates with exceptional relevant experience may also be considered.

Method of Selection:

The details regarding the selection method will be communicated only to the shortlisted candidates.

Other Entitlements:

- Leave: 1.5 days for each completed month of assignment.
- TA/DA: No TA/DA shall be admissible for joining the assignment.
- Accommodation/HRA: No accommodation or HRA will be provided.
- Transport Allowance: No transport allowance shall be provided.

How to apply:

A duly filled-in application in the prescribed format should be submitted as a single PDF file, consisting of a recent CV, supporting documents for educational qualifications, and experience, to **acoord@jncasr.ac.in**

For any further information related to this advertisement, please write to the email address **acoord@jncasr.ac.in**

Last date for submission of applications: 16 December 2026.

Interested candidates may apply online through the JNCASR website: www.jncasr.ac.in/openings

Note: Applications received after the due date/time, or those without supporting documents, will not be considered.

Annexure - II

Passport size photograph

APPLICATION FOR THE POST OF ERP EXECUTIVE – ACADEMIC SYSTEMS ON CONTRACT BASIS

1. Name in full (in block letters) :
2. Father's/Spouse Name :
3. Date of Birth :
4. Correspondence Address :
5. Permanent Address :
6. E-mail address :
7. Phone Number (Mobile/ Landline) :
8. Educational/ Technical Qualifications:
   (In chronological order of the examinations passed from Master's onwards. Please enclosed a copy of the certificates)
9. Experience :
   (A separate sheet may be annexed)
10. Additional relevant information, if any :
11. *Declaration:*

I hereby certify that the foregoing information is correct to the best of my knowledge and belief. I have not suppressed any material fact or factual information in the above statements. In case, I have given wrong information or suppressed any material fact or factual information, then my assignment is liable to be terminated without giving any notice or reasons thereof.

Signature of the candidate

Place:

Date: