Job Title: Security Officer
Reports to: Ashutosh Singh (AD – Security & Procurement)

Location: Ashoka University Campus, Sonipat

Experience (in years): At least 15 years in physical security related field.

Nature of work: Full Time

About Ashoka University:

Ashoka University is India's leading Liberal Arts and Sciences University providing a distinctive interdisciplinary liberal education at par with the best universities in the world. Located in Sonipat, Haryana, Ashoka is India's first and only not-for-profit University built on the principles of collective public philanthropy.

Ashoka's 2,000-plus students, drawn from 30 states and over 243 cities in India and 27 other countries, receive a world-class interdisciplinary education, led by internationally renowned faculty. The University offers multidisciplinary programs that expose students to diverse perspectives, beyond classroom education. Ashoka students learn to be critical thinkers, effective communicators, and ethical leaders and have been placed in many of India's leading organizations in the consulting, banking, corporate, CSR and social sectors. Ashoka has also developed eleven Centers of Excellence to encourage academic and research collaborations and create societal impact. For further information, visit www.ashoka.edu.in.

We aim to co-create a nurturing space for our students, faculty, staff, donors and community positively through universal values:

- **Being mission driven and authentic**
- **Thinking strategically and creatively**
- **Collaborating with trust and respect**
- **Being accountable and driving for results**
- **Focused on service excellence**

Role and Responsibilities:

- Patrols and monitors assigned area to ensure personal, building, and equipment security.
- Examines doors, windows, and gates to ensure security; monitors buildings for unauthorized persons and/or suspicious activities.
- Informs and warns violators of rule infractions, such as loitering, smoking, or carrying forbidden articles.
- Watches for and reports security breaches, facility and safety hazards, and emergency situations; contacts emergency responders, wardens, such as police, fire, and/or ambulance personnel, as required.
- Remains alert for the presence of unauthorized persons and/or security code violators;
- Performs periodic checks of CCTV, street lights, Fire equipment and other safety equipment to ensure proper functioning; reports malfunctions as required.
- Ensure safe and efficient transportation within the University
- Prepares routine, standardized reports.
- Serves as Campus Security Authority in the assigned shift and controls all security assets including manpower
- Performs miscellaneous job-related duties as assigned.

Skill Sets and Competencies:

- Experience: At least 15 years in physical related security field
- Preference for Ex-Army, Airforce / Navy, DSC, BSF, Paramilitary forces (in that order) with last held rank as a Junior commissioned officer or equivalent rank.
- Educational qualification - Minimum 12th pass (Graduate and above preferable) with relevant domain knowledge (related to security)
- Mentally and Physically fit (not obese) with smart bearing and turnout
- Read write and speak English and Hindi
- Good communication skills and ability to command and control
- Proactive with lots of initiative
- Ready to relocate to University area and willing to work in night shift
- Computer literate - Should know MS Office suite (particularly basic excel and MS word) so as to generate basic MIS reports and fluent in email communication

Application Submission Process

Please submit an updated CV at connect.hrd@ashoka.edu.in, with the subject line – <Job Name+Department_Applicant Name>.
Kindly ensure that the application includes the last compensation received, expected salary, and notice period.

Only shortlisted candidates will be contacted.

Ashoka is an equal opportunities employer. Remuneration will be competitive with Indian non-profit pay scales and will depend upon the candidate's experience levels and the overall organization's salary structure.