



Campus : At Village - Narayansoso,
Near Angara Block Office,
Ranchi-Purulia Highway, Angara,
Ranchi - 835103, Jharkhand
info@ushamartinuniversity.com &
registrar@umu.ac.in

RECRUITMENT ADVERTISEMENT

Ref. No.: umu/r/09-26/895

Date: 25/09/2026

Job Title: Head– Admissions

Department: Admissions & Marketing

Qualification:

Minimum Qualification: Postgraduate degree in Management (MBA preferred), Marketing, or a related discipline from a recognized university.

Experience:

Proven 15+ years of relevant experience in admissions, marketing, business development, or student recruitment, preferably in a reputed higher education institution. Candidates having good knowledge of online and offline marketing techniques with proven track record of meeting or exceeding admissions / enrolment targets will be preferred.

Interview Process: Online / Hybrid mode. Interviews will be conducted only for shortlisted candidates.

Job Location: Ranchi, Jharkhand

Pay Scale: As per University norms, commensurate with qualifications and experience.

Apply Mode: Email at careers@umu.ac.in

Last Date to Apply: 4th October 2026

College Website: www.umu.ac.in

How to Apply:

Interested candidates are requested to send their letter of interest and detailed resume (soft copy) to careers@umu.ac.in, mentioning "Application for the Post of Head– Admissions" in the subject line of the email.

Postal Address:

Usha Martin University
At Village Narayansoso, Block Office Ranchi–Purulia Road, Highway, Angara, Jharkhand – 835103.

Authorized Person's Signature with Seal

Registrar

कुल सचिव

Usha Martin University

उषा मार्टिन विश्वविद्यालय

Ranchi-835103/रांची-835103

CITY OFFICE : Room No. 309, 310, Hari Om Tower, 3rd Floor, Lalpur, Ranchi, Jharkhand