

Sr.no	Executives -30	
1	Executives	<p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting /HR/computer operation field</li> </ul> <p><b>Work Experience</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience in office work as clerk/admin assistant/front office assistant etc. in a training/teaching institution and/or relevant industry.</li> </ul> <p><b>Responsibilities</b></p> <ul style="list-style-type: none"> <li>Responsible for executing the day-to-day operations of the Department to ensure smooth and efficient operations of the institute</li> </ul>