



Recruitment Notification 2026–2027

Administrative Staff Recruitment

Aurora Group of Educational Institutions invites applications from qualified and experienced candidates for Administrative Staff positions for the academic year 2026–2027.

About the Institution

Established in 1989, Aurora Group of Educational Institutions is known for its strong foundation in Indian values combined with international academic standards. With 36+ branch institutions, the group has consistently maintained excellence in education and institutional administration.

Positions Available

- Administrative Officer
- Senior Office Assistant
- Junior Office Assistant
- Data Entry Operators
- Personal Assistant to Chairman
- System Admin

Eligibility Criteria

Candidates should possess:

- Any Postgraduate Degree / Graduate Degree from a recognized University
- Relevant experience in educational institutions:
 - Administrative Officer – Minimum 15 years
 - Senior Office Assistant – Minimum 10 years
 - Junior Office Assistant – Minimum 5 years
 - Data Entry Operators – Minimum 5 years
 - Personal Secretary to Chairman – Minimum 5 years
 - System Admin 1 to 5 years
- Knowledge of computerized management systems and office administration

Job Location : Hyderabad

Salary Package

□20,000/- to □40,000/- per month

(Salary will be commensurate with qualification and experience)



Roles & Responsibilities – Administrative Officer

Administrative Management

- Supervise day-to-day administrative operations of the institution/office
- Maintain office discipline, records, and workflow efficiency
- Coordinate with management, departments, faculty, and support staff

Office Administration

- Monitor attendance, leave records, and staff movement
- Maintain confidential files, official documents, and institutional records
- Ensure proper functioning of office equipment and computerized systems

Communication & Coordination

- Draft official letters, notices, reports, and correspondence
- Handle communication with students, parents, vendors, and government authorities
- Coordinate meetings, schedules, and administrative events

Financial & Documentation Support

- Assist in fee management, purchase records, and budgeting activities
- Verify bills, quotations, and administrative documentation
- Maintain inventory and stock registers

Compliance & Reporting

- Ensure compliance with institutional policies and procedures
- Prepare periodic administrative reports for management
- Support accreditation, audits, inspections, and documentation work

Roles & Responsibilities – Senior/Junior Office Assistant

Office Support

- Assist in daily office operations and clerical activities
- Maintain files, registers, student records, and correspondence
- Handle inward/outward mail and document circulation

Computer & Data Management

- Enter and update data in computerized management systems
- Prepare spreadsheets, reports, and office documents
- Operate printers, scanners, photocopiers, and office software



Communication Duties

- Attend phone calls and respond to routine enquiries
- Support communication between departments and administration
- Assist visitors, students, and staff professionally

Record Maintenance

- Organize and maintain confidential records and office files
- Update attendance, leave, and departmental records
- Maintain stationery and office inventory

Administrative Assistance

- Support admissions, examinations, and institutional activities
- Assist during meetings, events, inspections, and audits
- Perform additional administrative tasks assigned by management

Key Skills Required

- Good communication and interpersonal skills
- Knowledge of MS Office and computerized office systems
- Strong organizational and documentation abilities
- Ability to work independently and in a team
- Experience in educational institution administration preferred

Recruitment Process

The recruitment process consists of the following stages:

1. Scrutiny of Applications
2. Shortlisting of Eligible Candidates
3. Personal Interview
4. Document Verification
5. Final Selection and Appointment

Only shortlisted candidates will be contacted for the interview process.

Mode of Application

Interested and eligible candidates are requested to send:

- Updated Resume/CV
- Scanned copies of educational certificates
- Experience certificates
- Copy of Aadhaar Card
- Copy of PAN Card
- Recent passport-size photograph



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within **10 days** from the date of notification publication.

Apply Through Email

Email Address: jobs@aurora.edu.in

Contact Address

Director – HR

Aurora Group of Educational Institutions
Street No. 12, Chikkadpally
Hyderabad – 500020

Official Website

Aurora Group of Educational Institutions www.aurora.edu.in



Director HR