

PRABHUDHAN COLLEGE, BHORUGRAM

Approved by AICTE, New Delhi & Affiliated to BTU, Bikaner
Approved by UGC, New Delhi & Affiliated to MGSU, Bikaner
Managed by Boruka Charitable Trust, Rajasthan
Mobile: 9509851735

Applications Invited for Various Roles

Prabhudhan College, Churu, Rajasthan, invites applications from qualified, experienced and dedicated professionals for various administrative, office management, library, front office and admission-related positions. The institution is looking for enthusiastic and responsible candidates with strong communication, organizational, interpersonal and management skills.

Positions Available and Roles Covered

Designation	Roles covered
PA to Principal / Personal Secretary	Principal's assistance, scheduling, correspondence, meeting coordination, confidential documentation, computer operations, data entry and office record management.
Administrative Officer & Maintenance In-charge	Administrative operations, institutional coordination, documentation and day-to-day maintenance, purchase, civil work, Transport management.
Librarian	Library management, cataloguing, maintenance of library records and student support.
Front Office & Reception Executive	Reception, Tele-calling, front-desk operations, visitor management, telephone handling and directing enquiries, Office assistance.
Sports Faculty/PTI	Regular Sports & yoga activities, student participation in sports & games and coordinating sports events, Maintain Discipline.
Marketing Executive	Field marketing, door-to-door visits to prospective student's homes, outreach to schools and local communities, promotion of programmes and generation of admission enquiries, Organise school student visit.
Admission & Tele-calling	Tele-calling, admission counselling, prospective-student follow-ups, outreach and admission marketing.

Qualification & Experience

- Relevant educational qualifications and experience as per the requirements of the respective position.
- Graduates or postgraduates will be preferred for administrative and supervisory positions.
- Relevant qualifications in Library Science are required for the Librarian position.
- Good communication skills, computer proficiency, documentation, and office management skills are essential for administrative and front office roles.
- Candidates applying for admission and marketing roles should possess strong communication, counselling, follow-up, and interpersonal skills.
- Experience in educational institutions will be preferred. Freshers may be considered for suitable positions.

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Candidate Profile

- Strong communication and interpersonal skills.
- Proficiency in MS Office, email correspondence, and computer applications.
- Good organizational, coordination, and problem-solving abilities.
- Professional conduct and a positive attitude.
- Ability to work effectively with students, parents, faculty members and administrative staff.

Salary & Benefits

Salary will be as per institutional norms. Higher remuneration may be offered to deserving candidates based on their qualifications, experience, skills, and suitability for the position.

- Accommodation facility will be provided by the institution.
- 15 days of leave per year.
- Casual Leave (CL) and Sick Leave (SL) are provided as per institutional policies.

Job Location

Bhorugram (Nyangal Bari), Tehsil Rajgarh, District Churu, Rajasthan.

How to Apply

Interested candidates are requested to E-mail their updated CV/resume to the college's official Email address.

Application Email: prabhudhandc@gmail.com

Contact Number: 9461393961

Only shortlisted candidates will be contacted for further selection procedures. The institution reserves the right to shortlist candidates based on its requirements.


Principal
Prabhudhan Degree College
Bhorugram, Nangal Bari (Rajgarh) Churu

Prof. (Dr.) S. K. Mathur
Principal