

WALK IN-INTERVIEW

Academic Assistants (05 Posts)

Job Description

We are hiring *five Academic Assistants* to assist the Faculty Members outside and inside the classroom.

Roles & Responsibilities

To prepare instructional materials, hand-outs and other materials necessary for tutoring, taking class attendance and making attendance report on weekly or monthly basis, evaluation of objective type of quiz papers, entry of marks, preparation of class presentation etc.

Academic Qualification

MBA Degree / Diploma in any discipline.

Skills

Candidates should have good command in Microsoft Excel, Power Point and Word. Good communication skills is also required

Salary: Rs.25,000/- (Negotiable)

Walk in Date

30th August 2018 (Thursday)

Candidates are requested to bring their Educational Qualification Certificates alongwith updated Resume. All Candidates should report latest by 10:00 AM at the following address:-

Suchana Bhawan (5th Floor), Audrey House Campus, Meur's Road, Ranchi-834008 (Jharkhand)

Contact Number : 0651-2280113