

GURU NANAK COLLEGE
(A Sikh Minority Degree College)
(Affiliated to Binod Bihari Mahato Koylanchal University, Dhanbad Jharkhand)
(Approved by AICTE)

STAFF RECRUITMENT NOTICE: NON-TEACHING POSITIONS

We are looking for dedicated and service-oriented individuals to join our administrative and support teams for the upcoming academic session.

1. Open Positions:

- **Administrative Officer:** To manage daily college operations and university liaison.
- **Placement Coordinator:** To build corporate relations and handle student internships/placements.
- **Librarian:** To manage the digital and physical management library (M.Lib required).
- **IT Administrator / Lab Assistant:** To maintain the computer lab, Wi-Fi, and ERP systems.
- **Accountant / Office Assistant:** Proficient in Tally, MS Office, and fee management.
- **Front Desk Executive / Receptionist:** Excellent communication and multitasking skills.

2. Qualification & Experience:

- **Admin/Placement:** Post-graduation in Management or Social Sciences with 3+ years of experience in an educational setup.
- **Technical Staff:** BCA/B.Sc IT or relevant diploma.
- **General Staff:** Graduate in any stream with high proficiency in **English and Local Language**. Knowledge of MS Excel is mandatory.

3. Key Skills Required:

- Strong organizational and interpersonal skills.
- Ability to work in a digital-first environment (Google Workspace/ERP).
- Knowledge of local university regulations and statutory compliance.

4. Remuneration:

Commensurate with experience and as per institution norms.

5. Application Process:

Interested candidates should send their resume to **[principal@gncollege.org]**

Secretary
Guru Nanak College
Dhanbad