

# **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 [\[principal@gncollege.org\]](mailto:principal@gncollege.org)

**Secretary  
Guru Nanak College  
Dhanbad**