

| Sr.no | <b>Executives -06</b>                           |   |
|-------|---|---|
| 1     | <b>Executive - COSA II</b>                      | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. An engineering graduate with Postgraduate / diploma in related field will be preferred</li> </ul> <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience in business development or sales of any skill development Centre/TVET institution or relevant industry. Experience of working in government institution will be an added advantage.</li> </ul>   |
| 2     | <b>Executive - Counselling &amp; Admissions</b> | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. Postgraduate / diploma in Human Resources Development or related field will be preferred</li> </ul> <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience in counselling and admission management in a training/teaching institution and or relevant industry. Experience of working in government institution will be an added advantage</li> </ul>   |
| 3     | <b>Executive - Hostel / Student Facilities</b>  | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. Postgraduate / diploma in Hospitality and administration or related field will be preferred.</li> </ul> <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience in handling operations in the field of Hospitality / Hotel Management and administration in a training/teaching institution and or relevant industry. Experience of working in government institution will be an added advantage</li> </ul>  |
| 4     | <b>Executive - Housekeeping</b>                 | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. Postgraduate / diploma in Hospitality and administration or related field will be preferred.</li> </ul> <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>Minimum 1 year of experience in handling operations in the field of Hospitality / Hotel Management and administration in a training/teaching institution and or relevant industry. Experience of working in government institution will be an added advantage.</li> </ul> |
| 5     | <b>Executive - HR</b>                           | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. Postgraduate / diploma in Human Resources or related field will be preferred</li> </ul>  |

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|   |  | <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of experience in handling operations of the Human Resources department, ensuring the effective management of personnel, policies, and programs in a training/teaching institution and or relevant industry. Experience of office work as HR or admin assistant in government institution will be an added advantage</li> </ul>   |
| 6 | <b>Executive - Maintenance &amp; Engineering</b> | <p><b>Education &amp; Qualification</b></p> <ul style="list-style-type: none"> <li>• Graduate in any discipline preferably with diploma/certificate of office administration/accounting/HR/Computer operation field. An engineering graduate with Postgraduate / diploma in related field will be preferred</li> </ul> <p><b>Work Experience &amp; Essential Knowledge</b></p> <ul style="list-style-type: none"> <li>• Minimum 1 year of experience in handling operations in the field of civil work and related field in a training/teaching institution and or relevant industry. Experience of working in government institution will be an added advantage.</li> </ul> |