

KANAK NAND KISHORE COLLEGE OF NATUROPATHY AND YOGIC SCIENCES

Main Palla Bakhtawarpur Road, Bakhtawarpur, Delhi – 110036
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RECRUITMENT FOR ADMINISTRATION POSTION

1. Applications are invited from eligible and qualified candidates for the following full-time positions at Kanak Nand Kishore College of Naturopathy and Yogic Sciences (KNKCNY), Delhi.

S.No	Post	Vacancies	Eligibility Criteria
1.	ADMINISTRATOR	01	Postgraduate Degree/MBA or equivalent with a minimum of 8–10 years of experience in a core management or senior leadership role in a reputed organization having a workforce of 100 or more employees . The candidate should have proven experience in managing organizational operations through ERP systems or equivalent integrated enterprise/business management software applications . Sound knowledge of Information Technology, legal drafting, statutory compliances, liaison with Government Departments and Regulatory Authorities, human resource management, finance & budgeting, procurement, vendor management, institutional administration and office operations is essential. Excellent communication, leadership, strategic planning, decision-making and organizational skills are mandatory.
2.	Assistant Administrator	02	Graduate/Postgraduate with qualification in Management/Administration. Minimum 3–5 years of experience in office administration, office management or organizational operations. Proficiency in ERP or equivalent computerized management systems, MS Office, documentation and correspondence is desirable.

2. Compensation and benefits will be commensurate with qualifications, experience, and professional expertise.
3. Interested applicants should email their detailed CV along with supporting documents relating to educational qualifications and work experience to: knkcny@gmail.com.
4. The Medical Director, KNKCNY, reserves the right to accept or reject any application without assigning any reason.
5. Selection will be based purely on merit and performance in the interview conducted by the Selection Board. No TA/DA will be admissible.
6. The number and nature of the advertised positions are provisional and may be revised according to the Institute's requirements.

Medical Director, KNKCNY