

ADITYA EDUCATIONAL INSTITUTIONS

Aditya Nagar, ADB Road, SURAMPALEM – 533 437, NEAR KAKINADA, E.G.Dt., A.P
Ph : 99498 76662 / 96408 76662, Website : www.aditya.ac.in

CAREERS

1. **Admission Officers : (Male)**
Graduation in any discipline. Good Communication skill in Hindi, English and Malayalam. Willing to travel all over India.
2. **Administrative Officers : (Male)**
Graduation in any discipline. Good Communication skills in Telugu, Hindi and English. Ability to handle the students independently.
3. **DTP Operators (Designers) : (Male/Female)**
Graduation in any discipline. Good knowledge in Photoshop, Coral Draw, Page Maker etc.
4. **Receptionists : (Male/Female)**
Graduation in any discipline. Good Communication skills in Telugu, English and Hindi. Pleasant voice. Female candidates will be given preference.
5. **Student Counselors : (Male/Female)**
Graduation in any discipline. Good Communication skill in Telugu, English and Hindi. Ability to handle and counsel the students in various issues.
6. **Junior Assistants : (Male/Female)**
Graduation in any discipline. Knowledge in M.S. Office (Word and Excel), English typing required.
7. **Chief Wardens : (Male/Female)**
Graduation in any discipline. Good Communication skill in Telugu, Hindi and English. Ability to administrate the Hostel activities.
8. **Hostel Wardens : (Male/Females)**
Graduation in any discipline. Ability to handle the students, looking after the house keeping activities etc.
9. **Security Guards : (Female)**
Qualification : SSC.

Eligible candidates can send their resumes through mail to careers@aec.edu.in

VICE – CHAIRMAN