

ASSISTANT MANAGER - ACADEMICS

Qualification:

Graduate / Post graduate in any stream

Experience:

5 years of experience in academic activities in any teaching institute.

Experience in Medical College will be preferred.

Job Description:

- To perform routine academic related work and secretarial work
- Coordinate and Perform generic student related activities from executives
- Coordinate, supervise and approve applications from students after verification of different type of certifications to be issued to the students.
- Coordinate and supervise for regular uploading of information on MCI Portal, University Portal, Website and Academic software
- Regular coordination and supervision of student related co-curricular & extracurricular activities
- Regular liaison with seniors and control of junior executives
- Internship training program scheduling, rescheduling for students of GAIMS and foreign medical graduates.

Required Documents:

- Updated Resume
- One passport size photograph
- Copy of all Mark sheets & Degree Certificate(s)
- Copy of all previous experience letters (If any)
- Last three months' salary slips / proof
- Copy of Aadhar Card and Pan Card (ID Proof)

Salary:

Negotiable and as per the company norms. PF, Bonus & Gratuity applicable as per statutory norms.

Interested candidate may send their application with detailed resume to:

Head – HR, Gujarat Adani Institute of medical Sciences,

G. K. General Hospital, Opp. Lotus Colony, Bhuj – 370001

Or email on: recruitment@gaims.ac.in