



BHILAI INSTITUTE OF TECHNOLOGY

KENDRI, NAYA RAIPUR (C.G.)

EN-139 Silver Jubilee Institute of BIT Trust, Durg

(An ISO 9001:2008 Certified Institute)

(Approved by AICTE, New Delhi and Recognized by Government of Chhattisgarh and

Affiliated to Chhattisgarh Swami Vivekanand Technical University, Bhilai (C.G.))

M – 7471116575, 9752065555, E-mail: principal@bitraipur.ac.in, Website: www.bitraipur.ac.in

APPOINTMENTS

BIT Raipur is having requirement for the following positions with immediate effect.

Admissions Co-ordinator cum P.R.O.

- Qualification : Any Post Graduate / Graduate
- Key Functions
- ✓ Responsible for approaching and corresponding with potential students, giving presentation at schools and colleges.
 - ✓ Energetic and Skilled Communicators should facilitate the admission process of the prospective students by offering them necessary counseling and career guidance to help them select the right programme and the professional assistance they require.
 - ✓ Establishing relationships with organizations located in catchment area which could be good for enrolments.
 - ✓ Building relationships with Corporates, Schools, Colleges, Clubs, Forums, Business/ Social organizations, Residential Societies, etc.
- Experience : Minimum 3-5 years in relevant profile

Accounts Assistant (against leave vacancy)

- Essential Qualification : B.Com (First Division)
- Desirable : Tally / Ms-Office
- Experience : Minimum 2 years in relevant filed
- Preference will be given to the candidates having relevant experience in educational institutes (Engineering colleges).

Interested candidates can apply along with copies of testimonials with recent passport size photographs to the Principal. They may send their resume to ***principal@bitraipur.ac.in*** as well.

PRINCIPAL