



**SHREE CHANAKYA EDUCATION SOCIETY'S  
INDIRA GROUP OF INSTITUTES**  
[www.indiraedu.com](http://www.indiraedu.com)

**Applications are invited for the following positions**

**1. Admission Counsellor**

**Educational Qualification:** Bachelor's / Master's degree in any discipline.

**No. of Vacancies :** 15

**Experience :** Candidates having min 2 years of experience will be preferred.

**Age :** 25–40 year

**Essential Criterion :** Excellent English communication (verbal & written)

**Key Responsibilities :**

- Guide students and parents through the admission process.
- Counsel on program options, eligibility, fees, and scholarships.
- Support students in completing applications with accuracy.
- Build relationships with schools, colleges, and educational partners.
- Participate in outreach activities and prepare periodic reports on admissions.

**2. Executive Assistant for leaders from top management**

**Educational Qualification:** Bachelor's / Master's degree in any discipline.

**Experience :** 5 + years of experience working with senior executives, exceptional organizational and communication skills.

**Key Responsibilities :**

- The role involves managing schedules, coordinating meetings, handling communications, and assisting with various projects/ assignments.

Walk in with an appointment at the contact number mentioned below  
or email your CV to [careers@indiraedu.com](mailto:careers@indiraedu.com) within 10 days.

Contact – 020- 66168262 / 7020001667 / 7709051927