

Advertisement for the post of a manager

One full-time / part-time office manager is required to look after day-to-day office work of KV-II. His/ Her work involves maintenance of accounts, supervising the work of cleaning and gardening staff and any other work as may be assigned to him/her from time to time. He/ She should be Graduate in any discipline and computer literate having proficiency in MS word, Excel and email. Interested candidates may send their resume in our office email i.e. kendriyaviharbbsr@gmail.com by 5 PM of **10th September-2026**. Those who can not send through mail can submit the hard copy in the office within the stipulated time period. Office timings will be:

8.00 AM to 1.30 PM for part-time manager and
9.00 AM to 5.00 PM for full-time manager (with one hour recess)

NB: Manager will be entitled to a holiday on Government declared Holidays). Remuneration will be as per qualification and experience.