



# LUCKY GROUP OF INSTITUTIONS

[www.luckygroup.edu.in](http://www.luckygroup.edu.in)

**KAMLA NEHRU NAGAR, JODHPUR, RAJASTHAN**

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**Lucky Shikshan Sansthan** is one of the oldest group of academic institutions imparting quality and value based education in western Rajasthan in various academic streams including management studies, computer science, pharmacy and teacher education since 1969. The institution is looking for highly qualified and experienced professionals for the upcoming senior secondary school in Jodhpur for various positions as follows:

## **PRINCIPAL (Experience: Minimum 10 years)**

**Skills :** Organizational astuteness, excellent administrative, inter-personal & communication skills.

### **Job Description**

1. Conceptualizing strategies and action plan for developing world class infrastructure, teaching methodology and human resource for the upcoming senior secondary school.
2. To ensure that the operation of the Senior Secondary School reflects the mission and philosophy of the school.
3. Monitoring all aspects school management and administration and coordinating with board members, teachers and administrative staff.

## **PUBLIC RELATIONS OFFICER (Experience: Minimum 5 years)**

**Skills :** Excellent language, communication and inter-personal skills, client relationships.

### **Job Description**

1. Planning, developing and implementing PR strategies; commissioning market research
2. Preparing and supervising the production of communication collateral for publicity.
3. Organizing events including press conferences, exhibitions, open days and press tours.

## **ADMINISTRATIVE COORDINATOR (Experience: Minimum 5 years)**

**Skills :** Managing processes, HR management & reporting Skills.

### **Job Description**

1. Maintaining administrative workflow by studying methods; implementing cost reductions; developing reporting procedures.
2. Creating and revises systems and procedures by analyzing operating practices.
3. Developing administrative staff by providing information, educational opportunities, and coaching.

## **TEACHERS: Pre-Primary, PRT & TGT (Experience: 5 years)**

**Skills :** Excellent communication, presentation and language skills.

### **Job description**

1. Preparing and delivering lessons to a range of classes of different ages and abilities; managing behavior of students in classroom and school premises.
2. Researching new topic areas, maintaining up-to-date subject knowledge, and devising and writing new curriculum materials.
3. Selecting and using a range of different learning resources and equipment, including podcasts and interactive whiteboards; Organizing events and other activists.
4. Participating in and organising extracurricular activities, such as outings, social activities and sporting events

**Note:** Qualifications for all posts will be as per CBSE norms. Salary, accommodation and other facilities will be higher than the norms at all levels of recruitment. Interested candidates may email their CVs by 31st March, 2014. Only short listed candidates will be contacted.