

Interview Venue: Hotel Ritz Carlton, Residency Road, Bengaluru.

 **18th of January 2025**  **11:00 am onwards**

The Khaja Bandanawaz (KBN) University is a private University established by an Act of the Karnataka State Legislative Assembly in 2018 at Kalaburagi.

**Executive Assistants in Chancellor's Secretariat
& the Vice Chancellor's Office** (No. of Positions - 03)

Public Relations Officer (No. of Positions - 1)

Receptionist (No. of Positions - 02)

Experienced candidates will be given preference.

The University offers remunerative pay package and provides housing facilities.
For Educational Qualification & Experience please visit www.kbn.university

Click <https://forms.gle/Ek6KWfdkrnubzPCx9> for online form or visit www.kbn.university to fill the online form. Last date to apply is 15th January 2025. Shortlisted candidates will be invited for an interaction on 18th January 2025 from 11 am onwards at the Hotel Ritz Carlton- Residency Road-Bengaluru.

Registrar



Scan for Application Form

KHAJA BANDANAWAZ UNIVERSITY

Admin Block, University Campus, Rauza-i Buzurg, KALABURAGI - 585104 KARNATAKA STATE.



www.kbn.university



registrar@kbn.university

Job title and minimum qualifications

Executive Assistants in the Chancellor's Secretariat and the Vice Chancellors Office

The KBN University is looking for highly motivated and skilled candidates. They will have to play a diverse role in various office activities including coordinating with various sections and units of the University, planning and scheduling meetings and events, attending to office activities of filing and drafting and noting.

1. Should be 45 years or below.
2. Should have at least 5 years relevant experience in administrative / educational offices.
3. Should be a PG in any discipline.
4. Candidates should have good communication skills and excellent knowledge of English. Ability to communicate in Kannada and Hindi will be an added advantage.

Public Relations Officer

1. Should be 45 years or below.
2. Should be a PG degree in PR or related degree.
3. Candidates should have good communication skills and excellent knowledge of English. Ability to communicate in Kannada and Hindi will be an added advantage.
4. Candidates should have a demonstrated record of exposure and experience in the PR field.

Receptionist

1. Should be 45 years or below.
2. Should have at least 2 years relevant experience in administrative / educational offices.
3. Should be a UG degree in any discipline.
4. Candidates should have good communication skills and excellent knowledge of English. Ability to communicate in Kannada and Hindi will be an added advantage.

Apply online by using this link:<https://forms.gle/Ek6KWfdkrnubzPCx9>

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