

**KARNATAKA CHITRAKALA PARISHATH**

**KUMARA KRUPA ROAD, BENGALURU 560001**

**EMPLOYMENT (TEMPORARY)**

Date: 16.06.2024

Applications are invited from the eligible candidates, for the following temporary positions in

**BANGALORE SCHOOL OF VISUAL ARTS (Evening College)**

**Kumara Krupa Road, Bengaluru 560001**

**College Working Hours: Six days a week, from 1.00 p.m. to 09.00 p.m.**

**AND**

**COLLEGE OF FINE ARTS**

**Dr. Vishnuvardhan Road, Srinivasapura, near RR Nagar, Bengaluru 560060**

**College Working Hours: Six days a week, from 09.00 a.m. to 05.00 p.m.**

**1. SENIOR OFFICE EXECUTIVE**

- Should possess minimum 12 years of experience in a reputed college, with regard to Admission Management, Examination Management, University Affiliation Management, Office Management, Student queries Management, Staff & Student data management, Academic Calendar Management and College Correspondence Management.
- Should be proficient in managing BCU portal and UUCMS portal.
- Should be conversant with University Rules & Regulations and its compliance.
- Should have basic computer skills – MS Office & Basic accounting skills.
- Should have good communication skills.
- Should possess minimum a graduation degree from a recognized university.

## **2. OFFICE EXECUTIVE**

- Should possess minimum 7 years experience and should be able to manage basic office administration, coordination with external agencies including university and government departments.
- Should be able to assist in Files Management, Office Management, coordination with students and staff members, University related work, Examination and Admission related work.
- Should possess flexibility in work and should have a positive attitude.
- Should possess good communication skills.

## **3. STENOGRAPHER**

- Should possess minimum 2 years experience.
- Should have completed Senior Grade in English & Kannada typing, Senior Grade in English & Kannada shorthand.
- Should be proficient in English & Kannada shorthand.
- Should be proficient in English & Kannada typing without any errors.
- Should be flexible in work and should have a positive attitude.

## **4. SALES EXECUTIVE – ART MART**

- Should possess minimum 2 years of sales experience, in a retail commercial outlet.
- Should be proficient in Kannada and English.
- Should possess basic skills of Billing.
- Should possess pleasing personality and a positive attitude.
- Should possess good communication skills.

**EMPLOYMENT TENURE: THREE YEARS,** Renewable thereafter, based on performance.

**SALARY: COMMENSURATE WITH QUALIFICATION & EXPERIENCE**

**Applications along with all supporting documents should be submitted on or before 22.06.2024 by e-mail to [office@chitrakalaparishath.org](mailto:office@chitrakalaparishath.org)**

Sd/-  
General Secretary