

**Date: 15-05-2026**

## **Assistant Campus Administrator (Residential)**

A Leading Educational Group of Institutions in Durgapur invites applications for the position of **Assistant Campus Administrator** (*Ex-Army JCO Preferred*).

### **Location**

Local candidates from Durgapur are encouraged to apply.

### **Key Responsibilities**

- Facility Management
- Vendor Coordination
- Hostel Administration
- Housekeeping Supervision
- Security Management
- Campus Discipline Monitoring
- Administrative Operations
- Staff Support & Coordination

### **Eligibility Criteria**

- Minimum Graduate in any discipline
- Minimum 5+ years of experience in Institutional Administration
- Strong knowledge of MS Office
- Good communication and coordination skills
- Ex-Army JCO candidates will be preferred

### **Job Details**

- **Job Type:** Full-Time (Residential)
- **Age:** 35 years and above
- **Salary:** Commensurate with qualification and experience
- **Perks:** Bachelor accommodation provided