

**SIDDHARTHA ACADEMY OF GENERAL & TECHNICAL EDUCATION,
VIJAYAWADA -10.**

WANTED STAFF

Applications are invited from eligible candidates with requisite qualifications and experience to work in various positions in Dr.Pinnamaneni Siddhartha Institute of Medical Sciences & Research Foundation and other Educational Institutions run by Siddhartha Academy.

1. **Nursing Superintendent:** B.Sc.(Nursing)/M.Sc.(Nursing) – Minimum of 15 years of experience working in Teaching Hospitals/Government Hospitals/other big Private Hospitals.
2. **Asst. Hospital Administrator :** Post Graduates in Hospital Administration or those having experience of working in a similar position.
3. **Work Supervisors:** Graduates with experience in looking after the maintenance and up-keep of big campuses including supervision of house-keeping/security staff. **Ex-Servicemen** will be preferred.
4. **Stores/Purchase Assistants:** Graduate/Postgraduate, preferably having working experience in handling/maintaining Purchases/Stores in Medium/Big industrial establishments or Hospitals.
5. **Accounts Assistants:** I Class Commerce Graduates with good working experience in handling day-to-day accounting. Familiarity with statutory compliances and good at accounting software.
6. **Office Assistant/Data Entry Operators :** I class Graduates with good work experience and proficiency in computers to work in offices/departments
7. **Senior Assistant/Office Manger:** I class Graduate/Postgraduates having not less than 10 years of administrative work experience in good organizations. Should be familiar with all important procedures, rules and regulations and good at drafting besides ability to run the office efficiently.
8. **Hospital Promotion Executives/Junior Executives:** Any Graduate/Post Graduate having reasonably sound experience to handle special assignments. Candidates should have necessary drive, communication skills and passion to show results.

Applications along with copies of certificates should reach the Secretary, Siddhartha Academy within 7 days from the date of its publication or mail to **siddharthaacademy75@gmail.com**. Salary commensurate with qualifications and experience. Only eligible candidates will be called for interview.

VIJAYAWADA.
Dt. 02.11.2015

Sd/- SECRETARY