

DR GRAHAM'S HOMES, KALIMPONG

REQUIRES

A BURSAR

The School requires a Bursar for this co-educational 125 year old School of repute with about 1200 children. The candidate should have the following qualifications:

1. Age between 45 and 55 years.
2. The candidate should have at least a Graduate degree, though candidate with Post Graduate qualifications with proficiency in spoken English, and Hindi, working knowledge of Nepali, Computers with Commerce/Accounts background will be preferred.
3. The candidates should have sufficient administrative experience in a good Public/ Residential School.
4. The candidate should have a good understanding of accounts (including FCRA rules and operations) and experience in Estate Management. Retired officers from the Armed Forces with adequate School administrative experience may also apply.
5. Only candidates with unimpeachable and exemplary integrity with a clear vision for the School will be considered for short-listing.

Salary and perquisites will be commensurate with qualifications and experience and will be on par with other leading public schools in the region. Perquisites include Provident Fund, Gratuity, and free partially furnished accommodation.

Interested candidates may apply to The President, Board of Management, Dr Graham's Homes through The Principal, Dr Graham's Homes, Topkhana, Kalimpong 734316 within 15 days of this advertisement with complete curriculum vitae, photograph, telephone / mobile number and email ID.

The short-listed candidates coming from outstation for the interview will be reimbursed to and fro second class train fare.

School website: drgrahamshomes.net