

Website: [www.sacredheartludhiana.edu.in](http://www.sacredheartludhiana.edu.in)

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## **SACRED HEART CONVENT SCHOOL**

Sector-39, Urban Estate, Chandigarh Road, Ludhiana, Punjab-141010  
(Affiliated to CISCE, New Delhi, Vide No.PU041)  
Phone :0161-3501397,7837798813

### **Vacancy Announcement**

**We are looking for self-motivated, passionate, and competent staff with excellent communication skills for the following post:**

**Post: Office/Clerical/Software Operator Staff**

#### **Qualification & Skills Required:**

- MCA/M.Sc. (IT) or equivalent.
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Ability to work independently and as part of a team.
- Proficiency in computer work is a must.
- Relevant experience in the required field is essential.

#### **Key Responsibilities:**

- Handling day-to-day office tasks.
- Maintaining records and files.
- Coordinating with faculty and administration.
- Assisting with student and parent inquiries.

If you are enthusiastic and eager to be part of a dynamic educational environment, we encourage you to apply!

#### **Kindly Note:**

1. Interested candidates are requested to submit their updated resume, along with an application to the official email id of school : [ludhianashcs@gmail.com](mailto:ludhianashcs@gmail.com)
2. Eligible candidates are required to submit a handwritten application along with photocopies of all testimonials and three passport-size photographs at the time of the written exam.
3. All original documents must be produced at the time of the interview. Only shortlisted candidates will be called for the interview.

**Application Submission Deadline:** Latest by 20<sup>th</sup> of September 2024

**Contact Information:** For any inquiries or further information, please contact us at School's Contact Number: Phone :0161-3501397,7837798813 (during the school hours on working days only.)

**PRINCIPAL**

13.09.2024