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In pursuance of Govt. notification no: BTC/EDN(HS)-22/2022/221 dated the 9th of June '25, Director Education, Bodoland Territorial Council invites online applications on fixed term contract for 11 months (renewable based on satisfactory performance) from intending eligible candidates for the position of

Nodal Officer – 1 Nos (for Bodofa UN Brahma Super 50 Coaching Centre in Kokrajhar)**Qualification & Experience**

- B.A/B.Sc/B.Tech with MBA OR M.A/M.Sc/M.Tech
- At least 3 years of experience in running professional coaching institutes for engineering/medical aspirants.
- Knowledge of curriculum development for JEE entrance examination.
- Proven track record of preparing, coaching & mentoring engineering aspirants and creating a conducive learning environment amongst students.
- Experience of handling day to day administrative matters of a residential coaching institute.

Roles and Responsibilities:

1. Report to the Director/OSD - Education Department, Govt. of BTC.
2. Coordination and set up meetings with the Technical Advisory Committee.
3. Take care of overall functioning of the coaching classes.
4. Take care of payment of teacher's salary, books, and other resources.
5. Prepare complete schedule for the day-to-day classes, coordinate with teachers both online and offline.
6. Prepare time table for students.
7. Available round the clock for the proper functioning of the project.
8. Take care of onboarding of students, teachers and other resource persons.
9. Make sure of online and offline meetings with the advisors and government officials whenever needed.
10. Maintain conducive study environment in study halls, classrooms and hostels.
11. Entire staff management of the center.
12. Record keeping and updating.
13. Supervision of teaching staff and other staffs.
14. Coordinate with parents and family members when need arises.
15. Support in selection, admission and recruitment process.
16. Keep track of students wellbeing and mental health issues
17. Selected candidate will be provided accommodation inside the institute premises.

Salary – Rs 1, 00,000/- per month (all inclusive)

Please send your CVs on or before 25th June 2025, addressed to The Director, Education- Govt. of Bodoland Territorial Council at debtckoj@gmail.com

Date of Interview: 30th June '25 in Kokrajhar (Tentative).

For queries (if any) please contact at (+91)-7896747971/ (+91)-9769527622

Sd/-Director of Education
Bodoland Territorial Council, Kokrajhar