

Job Title: Director – Primary Education

Reports To: Chief Executive Officer (CEO)

Location: Udaipur, Rajasthan

Supervises: Principals/Heads of Vidya Bhawan Senior Secondary School (VBSSS), Vidya Bhawan Basic School (VBBS), and Vidya Bhawan Public School (VBPS)

Key Responsibilities:

1. Academic Leadership & Quality Assurance

- Provide academic oversight and leadership to ensure delivery of high-quality education across all primary and secondary levels in the three schools.
- Promote the use of innovative and inclusive pedagogical practices aligned with the Vidya Bhawan philosophy.
- Monitor academic performance, learning outcomes, and initiate improvement strategies in collaboration with school heads.

2. Regulatory Compliance & Government Liaison

- Ensure all schools strictly comply with norms and regulations prescribed by CBSE, RTE Act, and State Education Department.
- Coordinate timely submissions of documentation, reports, and renewals required by education boards or authorities.
- Stay updated with changes in government policies and ensure schools respond and adapt appropriately.

3. Administrative Oversight

- Supervise the day-to-day functioning of the schools through regular interaction with school heads.
- Oversee infrastructure, safety, hygiene, and administrative operations of all three institutions.
- Monitor and guide the implementation of school budgets, annual plans, and resource allocation.

4. Staff Development & Human Resources

- Assist in the recruitment, evaluation, and professional development of school staff and leadership.
- Build capacity among teaching and non-teaching staff through training programs and performance reviews.
- Promote a collaborative, inclusive, and performance-driven work culture across all schools.

5. Strategic Planning & Implementation

- Lead the development and execution of strategic initiatives across the schools in line with the Society's mission and vision.
- Support the CEO in conceptualizing and rolling out new academic or co-curricular programs.
- Evaluate and scale successful educational models and practices across institutions.

6. Stakeholder Engagement

- Act as the key link between schools and the CEO's office, ensuring smooth flow of information and alignment.
- Engage regularly with parents, community members, and stakeholders to maintain trust and transparency.
- Represent the schools in official forums, educational networks, and government bodies when required.

7. Monitoring & Reporting

- Conduct periodic school reviews and audits (academic and administrative).
- Present regular reports to the CEO and Governing Board on school performance, challenges, and development needs.
- Ensure timely redressal of any issues highlighted by regulatory bodies or internal audits.

Preferred Qualifications & Skills:

- Postgraduate in Education (M.Ed.), with a strong academic background.
- Minimum 10 years of leadership experience in reputed educational institutions.
- Deep understanding of government education policies, RTE, and CBSE norms.
- Strong leadership, communication, and organizational skills.
- Experience in mentoring school leaders and leading change in multi-school setups.

Salary: Negotiable

Age: Not more than 60 years.

Interested candidates may fill in the attached application form and enclose the following documents along with the application form:

1. Curriculum Vitae
2. Copies of the documents pertaining to their educational qualifications.
3. Experience certificates
4. Copy of the mark sheet/certificate of class 10th /12th examination as proof of date of birth.
5. Demand Draft of Rs. 200/- in favour of Vidya Bhawan Society. The filled-in application form along with the enclosures should reach the following address on or before 05.07.2025:

Vidya Bhawan Society,

Dr. Mohan Sinha Mehta Marg,

Near ICICI Bank, Old Fatehpura,

Udaipur, Phone – (0294) 2450911

[Download Application Form](#)

ESTATE MANAGER

Qualifications:

Eligibility:

Graduation in Science subject, Candidates having Diploma in Civil Engineering / B.E. (Civil) minimum 5 years' experience.

Job Description:

- Administration of estate related matters for entire Vidya Bhawan and ensuring overall Safety & security of VB estate.
- Supervision/monitoring of civil works, new constructions etc, including electrical, plumbing, carpentry and landscaping, etc. works.
- To maintain and upkeep all estate related revenue and legal documents.
- Regular inspection of Vidya Bhawan estate, its buildings, premises, lands etc.

- Identification of VB infrastructure such as buildings, roads, and boundaries etc. that need technical and other maintenance, Getting estimates and proposals prepared for new constructions etc.
- Preparation of annual plan and budget to upkeep (and extension, as applicable) of all estate related affairs. i.e. Civil, Admin, revenue legal, etc.
- Arranging for preparation of estimates for all civil related and associated work, either through VBS or any other agency.
- For Execution of civil and allied works managing quotation process, getting designs prepared, monitoring of execution etc.
- Liaison with relevant government authorities (Nagar Nigam, UIT, PWD, BSNL, AVVNL, Land Revenue Dept., Labour Dept. Collector's office or any other relevant office as the case may be.
- Managing and leading Estate Office team consisting of the engineer, supervisor and other staff.
- Taking all necessary steps for ensuring safety and security of estates.
- Handling and liasoning for legal cases related to estate and revenue matters.
- Ensuring that no encroachment on VB property takes place in any form and taking precautionary measures for prevention/elimination of encroachment, if any.

Experience:

- Substantial prior experience in handling estate related matters. as mentioned in the job description above.
- Sensibility towards Vidya Bhawan's man-made and natural heritage.
- Understanding of revenue laws, Revenue and legal documentation and procedures of estate related affairs.
- Experience or familiarity with educational institutions and/or civil society organization, is desirable.
- Experience in handling legal and revenue related estate matter is desirable.

Salary: Negotiable

Age: Not more than 50 years.

Interested candidates may fill in the attached application form and enclose the following documents along with the application form:

1. Curriculum Vitae
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5. Demand Draft of Rs. 200/- in favour of Vidya Bhawan Society. The filled-in application form along with the enclosures should reach the following address on or before 05.07.2025:

Vidya Bhawan Society, Dr. Mohan Sinha Mehta Marg, Near ICICI Bank, Old Fatehpura, Udaipur, Phone – (0294) 2450911

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Udaipur, Phone – (0294) 2450911

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DRIVER (BUS/JEEP)

Job Title: Driver (Bus / Jeep)**Total Vacancies: 3**

- **2 for HMV (Heavy Motor Vehicle – Bus)**
- **1 for LMV (Light Motor Vehicle – Car)**

Qualifications & Eligibility:

- Basic literacy (ability to read and write)
- Minimum 10 years of driving experience
- Valid HMV or LMV driving license as applicable
- Age: Not more than 40 years

Salary: Best in the industry**Application Process:**

Interested candidates must fill out the attached application form and submit it along with the following documents:

1. Curriculum Vitae (CV)
2. Copies of educational qualification certificates (if any)
3. Experience certificates
4. Copy of valid driving license (also to be considered as proof of date of birth)
5. Demand Draft of 200/- in favor of Vidya Bhawan Society

The completed application form along with the required enclosures should reach the following address on or before 05.07.2025:

Vidya Bhawan Society
Dr. Mohan Sinha Mehta Marg,
Near ICICI Bank, Old Fatehpura,
Udaipur (Raj.)
Phone: (0294) 2450911

[Download Application Form](#)

Job Title: Junior Engineer**Qualification:** Diploma/Degree in civil Engineering.

3 years' experience will be preferred however the freshers may also apply.

Key responsibilities:

1. Visit of all Institutions, of VBS and other important work, prepare estimations, quotations / tenders, take approval for them to implement the work and inspection of the work at sites, check the quality of the material.
2. Take the measurement of the civil work of currently working sites, making bills of them and taking follow-up from accounts department of the payments.
3. Mark attendance of all the labors & supervisors and maintain all their accounts.
4. Keeping records of maps and other works of various buildings.

5. Maintenance of electricity, sanitary, water supply, sewerage lines and related works.
6. To carry out the work of well pump, pipeline, water supply and get the faults rectified.
7. To cooperate with all the institutions in making annual budget related to civil, well pump, electricity, general works.
8. Drafting new projects, preparing estimates and implementing them for advance action.
9. Taking advance action in coordination with the appointed architects.
10. Keeping records of all Lands. Communicate with patwari, tehsil office & court.
11. Keeping information of all the buildings of Vidya Bhawan.
12. Survey work and make the report of it etc.

Other Office Work

- Making stock register of various materials etc.
- Keeping details of inward and outward files, office note letters, estimate expenses etc.
- Typing all post types of letters, notices etc. in Hindi and English. Keeping record of photocopies.
- Visiting various departments like Municipal Corporation, Urban Development Trust, Electricity Department, Telephone Department, Court, Tehsil Patwar, Board, Water Supply Department, Police Station, Vehicle Transport Department, Education Department etc.

Salary: Negotiable

Age: Not more than 40 years.

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Job Title: Officer on Special Duty (OSD)

Reports To: Chief Executive Officer (CEO)

Location: Udaipur, Rajasthan

Key Responsibilities:

1. Executive Assistance to the CEO

- Support the CEO in planning, scheduling, and executing daily priorities.
- Draft and review correspondence, reports, presentations, and official communications.
- Maintain confidential files and records related to strategic matters.

2. Follow-ups and Coordination

- Track and follow up on action points from meetings, reviews, and communications on behalf of the CEO.
- Maintain a follow-up system to ensure timely implementation of key decisions and initiatives.
- Serve as the liaison between the CEO's office and various internal departments and heads of institutions.

3. Internal Coordination and Communication

- Coordinate effectively with Heads of Institutions (Schools and Colleges) and Department Heads for timely updates, reports, and issue resolution.
- Facilitate smooth communication and alignment across all units under Vidya Bhawan Society.
- Act as a point of contact for collecting information, reports, and feedback required by the CEO.

4. Operational and Administrative Support

- Assist in organizing internal meetings, events, and external visits.
- Support the CEO during inspections, audits, or any strategic review visits to campuses.
- Handle documentation, filing, and minute-taking during important meetings.

5. Strategic Project Support

- Assist the CEO in tracking progress on special projects and initiatives.
- Conduct preliminary research, collect data, and prepare summaries or brief notes as needed.
- Ensure timely submission of compliance reports, proposals, or grant documentation (if any).

6. Representation & Delegation

- Represent the CEO's office in internal or external meetings when delegated.
- Ensure professional and prompt communication with external stakeholders, partners, or government agencies as required.

Preferred Qualifications & Skills:

- Graduate or Postgraduate in any discipline.
- Strong written and verbal communication skills in English and Hindi.
- Prior experience in a similar coordination role; preference for **ex-servicemen/ ex-Govt. official**.
- Excellent organizational and multitasking abilities.
- Proficient in MS Office (Word, Excel, PowerPoint).
- High level of integrity, discretion, and professionalism.
- Experience in institutional institute in administration post minimum 3 years work experience.

Salary: Negotiable

Age: Not more than 60 years.

Interested candidates may fill in the attached application form and enclose the following documents along with the application form:

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