

Job Notification

Job Title: Assistant Administrative Officer (AAO)

Bharateeya Vidya Kendram (BVK)

Bharateeya Vidya Kendram (BVK) is a renowned educational organization established in 1957, dedicated to providing quality education rooted in Bharateeya values, culture, and holistic development. Affiliated with Vidya Bharati, BVK operates a network of educational institutions across Andhra Pradesh, emphasizing academic excellence, character building, patriotism, moral values, and overall personality development. Through its unique educational approach, BVK strives to nurture responsible, culturally aware, and socially committed individuals.

Position Summary

Bharateeya Vidya Kendram seeks a dynamic, values-driven, and highly organized Assistant Administrative Officer to oversee and strengthen the institution's administrative, financial, statutory, and developmental functions. The role requires strategic leadership, operational excellence, stakeholder coordination, and institutional stewardship aligned with BVK's educational and social mission.

The Assistant Administrative Officer will assist the Administrative Officer in managing at least half of eight functional areas listed in Key Responsibilities section hereunder. Additionally, the AAO will specifically focus on working with AO to develop and implement Standard Operating Procedures (SOP) for following administrative functions

Key Responsibilities

1. Financial budgeting, accounting and reporting
2. Human Resources Management
3. Represent BVK to government agencies, consultants and external stakeholders. i.e. representing BVK's cases with GVMC, VMRDA, Revenue Department, Board of Intermediate, APCHE and Business Corporations
4. Board Secretarial Work
5. Estate Management.
6. Alumni Engagement.
7. Donors engagement. This includes initiating, nurturing and sustaining donor relationships and preparing CSR proposals.
8. Internal Audit.

Additionally, the AAO should

1. Have integrity and strong work ethic
2. Own role responsibilities

3. Mentor and train new hires in adopting Standard Operating Procedures
4. Engender a culture of collaboration and mutual respect within the organization

Required academic attainment

1. M.Com or MBA
2. High level of reading and writing proficiency in English and Telugu

Skills Needed.

1. Proficient in MS Office, Word and Tally. Comfortable using electronic devices.
2. Collaboration and team work. Ability to work with colleagues with diverse education and experience. Contribute to maintaining a positive work environment.
3. Ability to comprehend and assimilate new concepts and ideas quickly
4. High level of proficiency in English and Telugu

Desired Personal Attributes

5. Integrity and professionalism
6. Strong organizational and leadership abilities
7. Ability to manage multiple responsibilities independently
8. Commitment to educational and social values
9. Problem-solving mindset and attention to detail

Location

Visakhapatnam, Andhra Pradesh

Compensation

Compensation will be commensurate with qualifications, experience, and labour market circumstances.

Application Process

Interested candidates may send their resume and a cover letter to bvkvsp@gmail.com on or before 15th June 2026.