



**CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY (Autonomous),
Kokapet (V), Gandipet (M), HYDERABAD - 75**

Date : 18.02.2020

QUALIFICATIONS

Qualifications and Experience for the following posts

1) **Computer Operator**

1st or IInd class Degree with PGDCA / Diploma in CSE / B.Tech / BCA / MCA / BSc / MSc with 2 Years of Experience in Corporate or Educational Institutions. Excellent Computer Skills and Knowledge in Operating Systems.

2) **Data Entry Operators as Junior Assistant**

1st or IInd Class in Degree with 2 - 3 Years of Experience in reputed Institution well versed with MS Office with Good Typing Skills. Good Knowledge in Documentation and Filing. Desktop Publishing will be preferred.

3) **Technician Grade - III in Mechanical, EEE, ECE and Civil Engineering.**

1st or IInd Class in Diploma /ITI. Minimum 2 – 3 Years of Experience in the relevant Branch.

Chemistry

1st or IInd Class in BSc (Chemistry). Candidates with MSc Chemistry are preferred. Minimum of 2 - 3 Years of Experience in Industry / Higher Educational Institute.

4) **Jr. Stenographer**

Minimum 1st Class Degree in English Medium from any recognized University with 5 Years of Experience from any reputed Organization.

Typewriting English Higher and Shorthand English Lower Grade and well versed in MS Office.

5) **Sr. Stenographer**

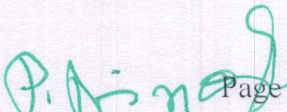
Minimum 1st Class Degree from any recognized University preferably English Medium with 8 Years of Experience from any reputed organization, out of which 5 Years as Junior Stenographer. Typewriting English Higher, Shorthand Higher and well versed in MS Office.

6) **Receptionist**

Any Degree in English Medium with minimum of 2 Years' along with Good Academic Record. Experience as a Front Office Executive or Receptionist in well reputed Organizations. Experience in Higher Educational Institutions will be preferred. Knowledge in M.S. Office and Excel is a must.

7) **Students Counselor**

M.Sc., / MA in Psychology, with minimum 8 - 10 Years of Experience in Counseling Students in Higher Education. Ph.Ds.' with lesser experience will be considered.


Page 1 of 2

8) **Sr. Accountant**

1st Class in M.Com / MBA (Finance) / CA from any recognized University with 5 Years' Experience in Accountancy at Senior Level. Additional Accounting or Auditing Experience will be preferred.

Skills : Knowledge of Professional Accounting Principles and Practices. Knowledge of Laws and Regulations, Taxes, Statutory Payments. Should be experienced in Accounting Packages.

9) **Purchase Head**

A PG / UG from any recognized University with MBA /BBA / B.Sc., (Computers) or any PG specialized in Vendor Management, Purchase Management and Supply Chain with a minimum of 3- 5 Years of Experience in similar discipline. Well versed with MS Office.

Preferably with experience in Higher Educational Institutions. A strong hold in Industry Interface will be an advantage.

10) **HR Head**

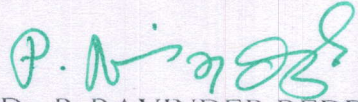
PG from any Recognized University with MBA / Personnel Management and a minimum of 5 - 7 Years of Experience in Personnel Management / Human Resource Development with minimum of 2 Years at Managerial Level. Preferably with knowledge of working in an Educational Institution at Degree level. A stronghold in Industry interface will be an advantage. Conversant with all Statutory Compliances, ESI, PF and Retrenchment and relevant Departments, Scales of Pay, Employee Policies, Inquiries on Discipline, Statutory Committee Fixations. Retrenchment, Appointment and other related Systems.

11) **Doctor**

Experienced Medical Doctor with minimum MBBS Qualification and 5 Years of Experience working with Institutions (preferable but not mandatory) or Hospitals or having own practice. Doctor should be present at the College Campus during the College hours.

General Information

- 1) Candidates are required to download the attached Application Form and submit the same along with all Certificates relating to the Qualifications, Experience and proof of salary drawn.
- 2) Applications without the above Qualifications and Experience will be summarily rejected.
- 3) The Advertised Posts will be recruited depending upon the Vacancy Position / Requirement in the Departments which will be decided by the Management.
- 4) Information related to Written Tests and Interviews will be uploaded shortly.


Dr. P. RAVINDER REDDY
PRINCIPAL, CBIT