Non-Teaching Positions

Qualifications & Instructions to the applicants

Head – HR :

Qualifications

- PG from any Recognized University with MBA / Personal Management and

Experience

- 7 - 10 years of Experience in Personal Management / Human Resource Development at Managerial Level.
- Preferably with knowledge of working in an Educational Institution at Degree level.

Skills

- 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 Knowledge.

Assistant Head – HR :

Qualifications

- PG from any Recognized University with MBA / Personal Management and

Experience

- 5 - 7 years of Experience in Personal Management / Human Resource Development at Managerial Level.
- Preferably with knowledge of working in an Educational Institution at Degree level.

Skills

- 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 Knowledge.

Senior Stenographer :

Qualifications

- 1st Class Degree from any recognized University with

Experience

- 8 years of experience from any reputed organization, out of which 5 years as Junior Stenographer

Skills

- Typewriting English Higher, Shorthand Higher and thorough knowledge in Computer Operating compulsory

Junior Stenographer :

Qualifications

- 1st Class Degree from any recognized University with

Experience

- 5 years of experience in Corporate or Educational Institutions

Skills

- Typewriting English Higher, Shorthand Higher and thorough knowledge in Computer Operating compulsory

Maintenance Supervisors :

Qualifications

- Bachelor's degree with First class / Diploma in Engineering
- Preference also will be given to Diploma in Mechanical / Civil /Electrical Engineering

Experience

- 3–5 years of relevant experience in campus, institutional, educational, residential facility maintenance.
- Experience in supervising technicians and maintenance workers.

Skills

- Working knowledge of electrical, plumbing, civil, and general building maintenance.
- Knowledge of preventive maintenance systems and basic safety practices.
- Vendor/contractor coordination and documentation skills.
- Computer Skills in MS Office/Excel and maintenance management systems, if applicable.

Desirable

- Experience in an educational institution / campus environment, particularly in managing multiple buildings and coordinating maintenance activities without disrupting academic operations.

Lab Assistant (Mechanical)

Qualifications

- 1st or 2nd Class BE/B.Tech/Diploma in concerned branch with good academic record.

Experience

- 20 years in Industry/Engineering College required out of which 5 years of experience at senior level for Diploma holders.
- 15 years of experience may be considered for BE/B.Tech. candidates

Lab Technician Grade-III (Mechanical)

Qualifications

- 1st or 2nd Class in Diploma/ITI in Mechanical.

Experience

- 2 years of experience in the relevant field in Industry / Engineering College.

Lab Technician Grade-III (EEE)

Qualifications

- 1st or 2nd Class in Diploma/ITI in EEE.

Experience

- 2 years of experience in the relevant field in Industry / Engineering College.

Technician to repair LCD Projectors :

Qualifications

- Diploma in engineering, ITI or equivalent technical qualification in Electronics, Electrical, Computer Hardware or a related field

Experience

- 1–3 years of experience in projector, AV equipment, electronics, or technical equipment repair and maintenance

Skills

- Practical knowledge of LCD/LED/DLP projector troubleshooting and servicing.
- Basic knowledge of electrical and electronic circuits and components.
- Familiarity with HDMI, VGA, USB, LAN, wireless display, and other AV connections.
- Basic computer hardware and software troubleshooting skills.
- Ability to read equipment manuals and technical specifications.

Desirable

- Experience in a School, College, Corporate Office or Training Institute, with the ability to respond promptly to technical complaints, is preferred.

General Instructions :

1) If the candidates are not found suitable for the post applied for, contract / lower post will be offered on salary commensurate with their qualifications and experience.
2) Candidates must attached attested photocopies of all the certificates and testimonials.
3) Candidates who are already employed must send their applications through a proper channel. Else the applications cannot be proceed.
4) Incomplete applications and applications received after the last date will not be accepted.
5) No T.A. and D.A. will be paid for the candidates to attend the interview
6) Canvassing of any type should be avoided and it will be disqualification for the selection.
7) Selection process is completely under the Management discretion.
8) Candidates selected for appointment will be governed by the Rules and Regulations of CBIT, as applicable from time to time.

Note : Management reserves the right to fill or not to fill up any post(s) without assigning any reasons thereof.

Sd/-
Prof. C.V. Narasimhulu
Principal, CBIT