



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

Date : 20.04.2021

QUALIFICATIONS

Qualifications and Experience for the following posts

ADJUNCT FACULTY :

QUALIFICATIONS AND EXPERIENCE : An Adjunct Faculty / Resource person shall be a Faculty retired from Technical Institution or a person of eminence, with Ph.D. qualifications having atleast 10 to 15 years of experience from Industry / Organization. He / She shall satisfy the following norms:

- Teaching and research Organizations of State/ Central government Institutions / Universities
- Central and State Public Sector Undertakings (PSUs)
- Reputed Industries.
- Civil servants (IAS / IPS / Officials from Central and Provincial Services) and Professionals and Officials from professional Councils
- NRIs working with reputed overseas academic, research and industrial Organizations or having a demonstrated interest in Indian issues.

Tenure: The period of engagement of the Adjunct Faculty shall be for a minimum period of six months or a semester and maximum period of two years. She/he must spend at least four weeks in the Institute in an academic year. No person shall be appointed or continued as Adjunct faculty on attaining the age of 70 years.

NON-TEACHING POSTS :

(1) CEO / Center Incharge - ACIC :

Qualifications :

- Engineering degree with atleast 5-10years of relevant work experience with research skills and Post graduate with preferably MBA degree.
- At least 3-5 years experience working with entrepreneurs, start-ups, learning/ tinkering labs, incubator or incubation consultancy.
- Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors.

Role & Responsibilities :

- Develop and execute strategy for outreach, hunting, attracting and on boarding deserving and qualified innovative entrepreneurs, and start-ups.
- Designing & managing Incubation and Acceleration programs.

- Provide high-quality coaching and advisory support to entrepreneurs.
- Good understanding of the social entrepreneurship ecosystem.
- Qualify and evaluate applicants for creativity, innovation, acceleration and investment stage.
- Manage the day- to- day interaction with the Incubates.
- Provide support to entrepreneurs across ideation, acceleration, investment and scale-up stage.
- Ensure tight management of milestones and progress of entrepreneurs and start-up companies;
- Guide & support start-ups for fundraising activity.
- Develop, execute and own an operational and engagement strategy for the entire community including donors, startups, investors, corporate, mentors, advisors, and domain experts.
- Provide continued strategic guidance to entrepreneurs in areas such as business modeling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
- Be the switchboard for entrepreneurs to access relevant resources and connections associations, chamber of commerce & industries, state & central government, and angel investors.
- Develop processes, procedures, and policies of the incubator and manage day-to-day activities.
- Grow the brand equity of the Incubator Forum.
- Develop implement new initiatives for incubation service offerings to entrepreneurs & start-ups.

(2) Young Professional - ACIC :

Qualifications :

- Engineering graduate with MBA, supported by 2-4 years relevant experience and prior experience with incubation activity.
- Demonstrated ability to cultivate, build and maintain strong working relationships with start-ups, entrepreneurs, mentors, universities, research institutions, industry experts, associations, chamber of commerce & industries, state & central government, and angel investors.

Role & Responsibilities :

- Develop & manage a network of entrepreneurs, start-ups, mentors, institutions, funding agencies, investors and industries.
- Ensure development of appropriate marketing material to promote incubated companies.
- Organize events to facilitate collaborations, technology tie-up, business development to support incubation center's day-to-day operations
- Design, execute, support & implement center's outreach programs, events & training activities.
- Organize training programs through workshop, mentorship, networking, seminars etc.,
- Manage outreach communications, e.g. website, newsletter, social media, digital marketing, PR etc.

(3) Marketing Co-ordinator - ACIC :

Qualifications and skills:

- Bachelor's degree in marketing, advertising, or communications.
- Past work experience of 1-2 years as a marketing coordinator in an incubator is desirable
- Knowledge of traditional and digital marketing, content marketing, and social media marketing.

(4) Makerspace / Tools Co-ordinator - ACIC :

Qualifications and skills:

- Bachelor's degree; advanced degree preferred in any of the streams Science/technology/engineering
- Minimum of 1-2 years or more in maker space operations is preferred
- Strong technical skills on the use of various streams of the equipment viz. Laser Cutters, 3D Printers, fabrication units, chromatography columns etc
- Knowledge and experience of technology, engineering, design, science, art, craft, woodworking, and building
- Experience working on interdepartmental projects

(5) Training and Placement Officer :

1st Class with Post Graduate Degree from any Recognized University preferably MBA graduates with a minimum of 10-12 years of experience in the relevant field. Good track record in the placements will be preferred.

Skills required :

- ✓ Strong communication skills.
- ✓ Strong Networking building skills with Industry connected (Core and Software Industries).
- ✓ Great Organizational skills.
- ✓ Client Management.
- ✓ Skills in training the students in different fields.

(6) Administrative Coordinator :

1st Class MBA Degree / CS from any Recognized University / Institute with a minimum of 8 - 10 years of experience in any reputed Educational Institution / Organization.

Roles and Responsibilities :

Need to Co-Ordinate with both the colleges CBIT and MGIT and will be responsible for the following functions.

Major task would involve during and after the Board Meetings and Resolutions taken

- Is responsible to schedule all the Board Meetings with the Board Members along with the necessary participants as per the instructions.
- Should maintain to do list to schedule the meetings as per the resolutions made.
- Should be prompt in taking rough notes that accurately reflect the decisions and discussion that take place during the meetings.

- Writing up these notes in an agreed format (whether electronically or in hard copy) so that information can be easily discerned and communications are clear, thus avoiding any confusion. Responsibilities and ownership must be clearly indicated within the minutes.
- Copying and distributing the minutes to all relevant people as detailed in the Participants section/ as per the instructions. The release of the agenda / minutes copy should be released only after the instructions from the President, CBIT/ Secretary, CBES.
- Must ensure that all the copies are filed appropriately (soft and hard copies), keeping all agenda/ minutes together in a file for future reference.
- Must ensure that a copy of every previous meeting agenda is **maintained**, which can be used to help structure each section of the minutes and enables to follow the thread of the meeting to make notes. It is essential that the agenda is produced in advance of the meeting so that an opportunity to read it carefully and discuss any issues with the meeting chair prior to the event.
- (If Necessary) An attendance sheet in advance based on the Participants section should be maintained. This helps to identify anyone unable to attend, and pass the sheet around for people to sign as everyone settles down for the meeting so that no one is distracted during the event. This enables to have an accurate list of those who actually came to the meeting.
- Ensure to carry the file of previous minutes so that if there is a need to refer back for information it can be located easily. Should also be able to provide the answer to any questions that arise about decisions made during previous meetings.
- Proofread the minutes before submitting them which is a must.

Co-ordinate with both the Colleges :

- Need to co-ordinate with the respective departments in order to place the required information for the meetings.
- Based on the requirement the given information from various departments should be validated and utilized for the further process.
- Should take the responsibility of preparing the minutes and getting them finalized with the President, CBIT and the Secretary, CBES.
- The minutes should be prepared based on the meeting conducted and have to be finalized by the President, CBIT and the Secretary, CBES.
- The minutes should be circulated to both the colleges once they are finalized.
- Should co-ordinate with the Heads of the accounts departments of both the colleges on TFRC i.e Fee Fixation works and able to place information as per the TFRC requirement.

Others :

- Should act immediately to all the Board Members when necessary.
- Necessary to maintain certain statutory registers pertaining to both the colleges as per the instructions from the President, CBIT and the Secretary, CBES.
- Should ensure all the records are kept safe at the Head – Office, CBES.

- Must take entire responsibility in maintaining the records and the documents placed at the Head Office.
- Should be able to respond immediately to work at any time.

Skills required

- ✓ Very good at MS Office
- ✓ Strong Communication Skills
- ✓ Excellent drafting skills
- ✓ Strong interpersonal skills
- ✓ Planning skills
- ✓ Organizing
- ✓ Problem solving and analytical skills
- ✓ Documentation

(7) Accounts Officer :

Qualification & Experience: 1st class M.Com / MBA Finance / CA / CS from any recognized University with 10-15 years of experience from any reputed Organization out of which 5 years at Managerial Level.

OR

Minimum 1st Class B.COM/M.Com from any recognized University with Intermediate in ICWA/CA with 6-10 experience from any reputed Organization out of which 5-8 years at Managerial level.

Skills :

- Expertise in Accounting Systems well versed with ERP and Tally software. Experience with reputed Educational Institutions will be preferred.
- Knowledge of Taxes (GST / TDS / PF / ESI & Statutory Payments, Licenses and others such) will be important.
- Fee Fixation related Experience will be preferred.

(8) Sr. Accountant :

1st Class in M.Com / MBA (Finance) from any recognized University with 5 years' experience in Accountancy at senior level. Additional accounting and / or auditing courses 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) Jr. Accountant :

I or II Class in B.Com / M.Com / MBA (Finance) from any recognized University with 2 years of experience with Accountancy and Tally in any reputed Institution / Organization.

Skills: Persons with Good Typing Skills, MS Office / Excel and Accounting Packages, Documentation and Filing will be preferred.

(10) Purchase Officer :

Post Graduate / Graduate with first class from any recognized University with Vendor Management, Purchase Management and Supply Chain with a minimum of 8 years of experience at Managerial Level in similar discipline. Preferably with knowledge of working in an Educational Institution at Degree level. A stronghold in Industry interface will be an advantage.

(11) Sr. Purchase Assistant :

Post Graduate / Graduate with first or second class from any recognized University with Vendor Management, Purchase Management and Supply Chain with a minimum of 5 years of experience in similar discipline. Preferably with knowledge of working in an Educational Institution at Degree level.

(12) Jr. Purchase Assistant :

Post Graduate / Graduate with first or second class from any recognized University with Vendor Management, Purchase Management and Supply Chain with a minimum of 2-3 years of experience in similar discipline. Preferably with knowledge of working in an Educational Institution at Degree level.

(13) Stenographer :

Minimum 1st Class Degree from any recognized University with 8 years of experience from any reputed organization, out of which 5 years as Junior Stenographer. Typewriting English Higher, Shorthand Higher and thorough knowledge in Computer Operating compulsory.

(14) Personal Secretary :

Qualification :

Graduate or Post Graduate degree in any discipline with minimum of 5 years experience with reputed organization handling similar responsibilities.

Responsibilities :

- Devising / maintaining office systems, including data management and filing
- Taking notes or dictation at meetings or to provide general assistance during presentations / meetings.
- Screening phone calls, enquiries and requests, and handling them when appropriate.
- Meeting and greeting visitors at all levels
- Organizing and maintaining diaries and making appointments
- Dealing with incoming email, faxes and post, often corresponding on behalf of the manager
- Carrying out background research and presenting findings
- Producing documents, briefing papers, reports and presentations
- Organizing and attending meetings if required
- Liaising with clients, suppliers and other staff.

Skills :

- Computer literacy
- Verbal and written articulation
- Professional discretion
- Efficiency
- Well-developed time management skills
- Strong organizational skills

(15) Software / Web Developer :

Qualifications : Bachelors Degree in CSE / IT

Proficiency in any web frame works, databases and languages (Java / PHP / Python / Java Script etc.,)

Experience : 3 to 5 years of experience in web development.

Skills: Developers should have functional knowledge and coding experience.

Responsible for Coding, Design and Layout / user interface of Web applications as per the institute specifications. Integrating data from various back-end services and databases.

(16) Network Engineer :

Responsible for designing, implementing, monitoring all types of communication network like (LAN, WAN, Virtual Networks). Should maintain the campus (Cloud, WiFi, Servers, Systems Hardware, repairs and other maintenance etc.,) of an organization to ensure maximum up-time of users. The role can include designing system, documenting and managing the installation of a new network and maintaining and upgrading existing systems when required.

Qualification : Bachelor's Degree / B.Sc. (Computer Science) / MCA / M.Sc., (Computer Science) / Diploma in any one of the following.

- Computer Science / Computer Software
- Computer Systems Engineering
- Computer Systems and Networks
- Electrical and Electronic Engineering
- Electronics and Communication Engineering
- Network Security Management

Certifications: CCNP (Cisco Certified Network Professional) / CCNA Cloud / CCNP AWS Certified Solutions Architect Professional (Amazon Web Services) / MCSE Cloud Platform and Infrastructure / VMware VCP7 -CMA is desirable.

Experience: 3-5 years with reputed organization related to the given job description.

Skills :

- Computer Networking, Hardware maintenance, server maintenance etc.,
- Hands on experience on all types of networking, Cloud, WiFi and Systems Hardware, Server maintenance.
- Good Analytical, Documentation and Communication skills.

(17) Hardware Engineer :

- Responsible for Computer assembling and repairing
- Responsible for software installation, maintenance and upgradation.
- Responsible for the maintenance of data security and privacy.
- Responsible for maintenance of Printers and other peripherals.

Qualification : B.Tech. (CSE; IT, ECE) / Diploma (CSE, ECE, Computer Maintenance) / BCA / MCA / M.Sc., (Computers) / B.Sc., (Computers).

Certifications preferable

APPLE'S – ACMT;
CISCO'S - CCT
COMPTIA A+,
HP's HP ASE - Proliant Server Solutions Integrator V2 etc.,

Experience : 3-5 years with reputed organization related to the given job description.

(18) System Administrator :

Qualification : First class in Bachelor's degree in Computer Science, Information Technology, System Administration, or a closely related field, or equivalent experience required. A good academic record is a must.

Experience: 6-8 years of database, network administration, or system administration experience.

Certifications: CCNP (Cisco Certified Network Professional) / CCNA Cloud / CCNP AWS Certified Solutions Architect Professional (Amazon Web Services) / MCSE Cloud Platform and Infrastructure / VMware VCP7 –CMA. System administration and IT certifications in Linux, Microsoft, or other network related fields are a plus.

- Working knowledge of virtualization, VMW are, or equivalent
- Strong knowledge of systems and networking software, hardware, and networking protocols
- Experience with scripting and automation tools
- A proven track record of developing and implementing IT strategy and plans
- Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

(19) Programmers :

Qualification and Experience: 1st Class in B.Tech / MCA / MSc (comp) with 8-10 years of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred.

Skills: Well versed with Programming and Software's. Great insight on further developments, ability to learn and teach various programming languages. Skilled enough to understand the students' requirements and guide them to make them learn and

understand better. Ability to assess the need, analyze the situations and provide on time solution in the Computer Labs.

Certification : PHP.

- ✓ Good Coding Skills.
- ✓ Problem solver
- ✓ Decision making ability.

(20) Competitive Coding Trainers (C, Java, Python) :

- Good coding skills in C, C++, Python, Java, Java script.
- Domain knowledge in Data Structure, Algorithms, Recursive Programming.
- Experience in Android development, AI, Big Data, IoT, Cyber Security.
- Hands on experience in Problem Solving on HackerRank, HackerEarth, CodeChef Platforms.
- Hands on experience on Projects.

Certification : Relevant certification from authorized bodies like (Microsoft, Sun Micro Systems, Oracle, Google etc.,)

(21) Trainers - Verbal, Quantitative and Reasoning :

Trainers involved in GRE, GMAT, CAT, TOEEL / IELTS etc.,

(22) Electronics & Telecommunication Operators :

I or II Class in B.Tech / Diploma in ECE / EEE. Should have hands on experience on Embedded Systems & VLSI (Circuits, IoT, Analogue, Hardware, Software and Control Engineering).

(23) Desktop Publishers :

Diploma in Desktop publishing / Any Bachelors Degree consisting of modules like Page Maker, Corel Draw, Photoshop, Adobe etc.,

A minimum of 2 to 3 years experience in Desktop publishing. .

- Create and format placemats, flyers, newsletters, brochures, and more.
- Use company templates and custom-designed PowerPoint layouts.
- Import, format copy and graphics into design templates.
- Design graphics for traditional and online advertising, social media, and promotions.
- Proofread final copy and edit graphics.
- Troubleshoot and problem-solve document or file issues.
- Any other work as required.

(24) Electrical Maintenance Engineer having 11 KV Supervisor Certification & Wireman Permit Holders for Operation and maintenance of the HV Electrical Installation

I Class Diploma in Electrical Engineering with a minimum of 6 - 8 years of experience in the relevant field.

(25) Safety Officer :

I Class Diploma in Electrical Engineering or I Class B.E. / B.Tech. in Electrical Engg., with a minimum 6 - 8 years of experience in the relevant field.

(26) Electrical Technicians :

I Class ITI / I Class Diploma in Electrical Engineering with a minimum of 5-6 years of experience in the relevant field.

(27) Student 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.

(28) Receptionist :

I or II Class in Graduate or Post Graduate Degree 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.

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) Incomplete and defective applications and applications received after the last date will not be accepted.
- 3) T.A. and D.A. will not be paid for the candidates to attend the interview
- 4) The Advertised Posts will be recruited depending upon the Vacancy Position / Requirement in the Departments which will be decided by the Management.
- 5) Selection process is completely under the Management discretion.
- 6) Information related to Written Test and Interviews will be uploaded on the website.
- 7) Last date for submission of filled in applications is 08.05.2021.

Note : The Management has got all the right to conduct or call off the interviews at any time for the given Advertisement.


Dr. G.P.SARADHI VARMA
PRINCIPAL, CBIT