



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

Date : 22.12.2020

QUALIFICATIONS

Qualifications and Experience for the following posts

1) CEO - Innovation and Incubation Centre :

- (1) Job Title : Chief Executive Officer (CEO)
- (2) Age limit : Less than 50 years as on the last date of submission of application
- (3) Remuneration: Remuneration is negotiable and will be based on the competence and experience of the candidate.

Educational and other Qualifications:

Graduate or Post graduate in Design / Business Administration / Technology or related disciplines from a recognized national or international institution.

Desirable:

An MBA from a recognized accredited and reputed Institute/ University.

Work Experience:

An individual with impeccable track record having minimum 10 years of overall experience in the industry, Start-ups (as Founder / Co-Founder / Managing Director / Chairman) and / or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing / leading reputed innovation and start-up promoting organizations / incubators / accelerators / centres-of-excellence / entrepreneurship development cells / mentoring organization etc., or its flagship programmes.

Desirable Skills and Overall Profile :

- Should attract angel investors
- Should have knowledge in accelerating the start-ups
- Should have Business Acumen.
- Must be able to clearly demonstrate entrepreneurial skills and experience as an enabler for Start-ups/ Innovation ecosystem or in the role of an entrepreneur or start-up founder himself/ herself.
- With previous experience of leading an entrepreneurial and ambitious organization with demonstrable success shall be preferred.
- Must have a detailed knowledge of all the domains and areas which constitute the start-up ecosystem.
- With previous experience of working at the senior level position collaborating with government departments/ agencies/ allied organizations/ Private sector/ venture Capitalists, along with demonstration of fundraising for non-profit organizations shall be preferred.
- Shall possess strong presentation, verbal and written communication skills.
- Should be able to effectively manage internal and external stakeholders.
- Must mandatorily have a clear understanding of local, national and global start-up ecosystems.

(2) Incubation Manager - Innovation and Incubation Centre :

- (1) Job Title : Incubation Manager
- (2) Age limit : Less than 45 years as on the last date of submission of application
- (3) Remuneration: Remuneration is negotiable and will be based on the professional competence and experience of the candidate.

Educational and other Qualifications :

Graduate or Post graduate in Design / Business Administration/ Technology or related disciplines from a recognized national or international institution.

Desirable :

An MBA from a recognized, accredited and reputed Institute / University.

Work Experience :

An individual with impeccable track record having minimum 7 years of overall experience in the industry / related institutions, Start-up (as Founder / Co-Founder) and / or an enabler of Start-up, Innovation and entrepreneurship ecosystem by virtue of managing / leading / coordinating key activities or its flagship programmes.

Desirable Skills and Overall Profile :

- Should attract angel investors.
- Should have knowledge in accelerating the start ups.
- A highly motivated individual looking to work in the start-up ecosystem.
- Experience of leading / coordinating key activities in an incubator/ accelerator.
- Prior experience as a startup founder or with a relevant VC/ Angel investment firm.
- Overall understanding of the start-up incubation process and related challenges.
- Strong execution skill set – including a focus on decision making, comfort with ambiguity, and ability to drive rapid “learn and implement” iterations, strong bias for action and outcomes-based orientation.
- Good overall leadership and networking skills.
- Fluent in written and spoken English, with the ability to speak in front of an audience as and when deemed necessary. Experience of running multi-functional teams.
- Excellent skills in the entire Microsoft Office Suite (MS Word, Power point, Excel etc.)

3) 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.

4) **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.

5) **Hardware Engineer :**

- Responsible for Computer assembling and repairing
- Responsible for software installation, maintenance and up gradation.
- 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.

6) 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

7) Sr. Accounts Officer :

Qualification & Experience: 1st class M.Com / MBA Finance / CA equivalent ICWA / 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 :

- 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.

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 :

- 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.

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.

Knowledge in technical equipment purchases will be preferred.

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. \

Knowledge in technical equipment purchases will be preferred.

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.

Knowledge in technical equipment purchases will be preferred.

13) 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.,)

14) 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 / Java / Python / Database Management etc,

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

15) Trainers - Verbal, Quantitative and Reasoning :

Training experience with GRE / GMAT / CAT / TOEFL / IELTS etc.,

16) Electronics & Telecommunication Operators :

I or II Class in B.Tech / Diploma in ECE / EEE. Should have hands on experience on Operating Electronic Equipment and Telecommunication Equipment like EPBS, Led, Smart Classrooms, Mikes, Amplifiers, Smart Boards, TVs, Cameras, Webcams, Printers, Scanners etc. Preferably knowledge on Electronic Circuits, IoT, Analogue, Hardware, Software and Control Engineering, repairs and maintenance.

17) 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.

18) Personal Secretary:

Qualification:

Graduate or Post Graduate degree in any discipline with minimum of 5 years experience with reputed organization handing similar responsibilities. Should have a pleasing personality.

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 when required
- Liaising with clients, suppliers and other staff.
- Should be able to host and manage various events / programs in the Institute.

Skills:

- Computer literacy.
- Verbal and written articulacy.
- Professional discretion.
- Efficiency in handling social media and press related works (Electronics and EPB).
- Well-developed time management skills.
- Strong organizational skills.

19) 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. Should have a pleasing personality.

Skills :

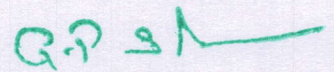
- Good communication skills
- Good composer and patience is essential.
- Skilled in handling telephonic calls and Emails.
- Efficiency in handling social media and press related works (Electronics and EPB).
- Screening phone calls, enquiries and requests, and handling them when appropriate

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 12.01.2021.

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



Dr. GPS VARMA
PRINCIPAL, CBIT