



CHAITANYA BHARATHI INSTITUTE OF TECHNOLOGY

An Autonomous Institute | Affiliated to Osmania University
Kokapet Village, Gandipet Mandal, Hyderabad, Telangana-500075, www.cbti.ac.in



COMMITTED TO
RESEARCH,
INNOVATION AND
EDUCATION

46
years

Job Descriptions for the Non-Teaching Positions:

1. Placement Officer:

In an Engineering college plays a crucial role in bridging the gap between students and the Industry.

The placement officer should ensure students are placed in relevant industries (domain specific)

Qualification: Educational Background.

Master's degree in a relevant field (eg. Engineering, Human Resources or related areas).

Engineering graduates (B.Tech./B.E./M.Tech./M.E) are preferred.

Professional Skills:

Familiarity with Exp: Min of 10 years with engineering colleges.

Industry standards, recruitment trends and corporate relations.

2. Student Counselor:

M.Sc., / MA in Psychology, with min 08 yrs. of experience in counseling students in Higher Education. Ph.d's with lesser experience will be considered.

3. Lab Technicians (in Civil & EEE):

Lab Technician Grade – III for Civil & EEE- Engineering Depts.

1st or 2nd Class in Diploma / ITI in relevant Subject.

1st or 2nd class in B.E./B.Tech. (Civil Engineering & Electrical & Electronics) is also eligible.

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

4. Computer Operators:

**1 st or 2 nd class Degree with PGDCA / Diploma in CSE / B.Tech. / BCA / MCA / B.Sc.(with Computers) M.Sc.(Computers) with 2 years of experience in Corporate or Educational Institutions.
Excellent Computer Skills and Knowledge in Operating Systems**

5. Admin / HR Executives:

1 st or 2nd Class in any Degree. MBA/PGDBM with specialization in relevant field will be preferred.

Minimum 2 years of relevant experience in Administration or HR Department in any reputed Educational Institution or Organization.

6. Assistant Coordinator-Alumni:

To Assist Alumni Coordinator in maintaining a positive relationship between an educational institution and its graduates. To Assist in planning and oversee alumni events, communicate regularly with alumni.

Requirements:

- **Preferably Women Candidate.**
- **Retired Persons from Army / Short Service Commission (Central Govt. Employees).**
- **A Post Graduate in Public Relations, Communications, or a related field candidate is preferred.**
- **Proven experience in alumni relations, community outreach, or a similar role.**
- **Strong communication and interpersonal skills.**
- **Proficiency in database management and event planning.**
- **Experience in content creation and social media management.**
- **Ability to work independently and as part of a team.**
- **Availability to work outside of regular business hours and travel as needed for events.**