



# 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, ECE, Chemical & EEE):**

**Lab Technician Grade – III for Civil, ECE, Chemical & EEE-Engineering Depts.**

**1<sup>st</sup> or 2<sup>nd</sup> Class in Diploma / ITI in relevant Subject.**

**1<sup>st</sup> or 2<sup>nd</sup> class in B.E./B.Tech. (Civil Engineering, Electronics & Communication, Chemical Engineering & Electrical & Electronics) is also eligible.**

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

**For Chemical Engineering B.Sc. /M.Sc. (Chemistry) also eligible.**

### **4. Computer Operators:**

**1<sup>st</sup> or 2<sup>nd</sup> 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<sup>st</sup> or 2<sup>nd</sup> 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.**

## **7. Junior Assistant-Accounts:**

**Should be a B.Com. Graduate (MBA - Finance also apply)**

**The ideal candidate will be involved with preparing financial reports and statements, must be having knowledge of college accounts and must know Tally ERP9 Software and must have minimum 3-5 years' experience as accountant. Candidate must have strong interpersonal skills.**

### **Responsibilities:**

- **Well versed with Tally ERP9 Software.**
- **Bank Reconciliation Statements (BRS)**
- **Preparing cheques and issuing to the vendors.**
- **Filing works.**
- **Daily Bills verification and pupation.**
- **Must have knowledge of MS office.**