

INFORMATION TO CANDIDATES APPLYING FOR NON-TEACHING POSITIONS

I. Administrative Officer:

Should be a graduate/post graduate, preferably with a law degree, about 55–60 years of age, having 15–20 years of experience in educational administration, academics & examinations, organizing meetings of the statutory bodies of the institution, conversant with laws concerning education, service matters of employees and society affairs, having knowledge of computers, capable of corresponding with the statutory authorities and coordinating with the heads of institutions and the management.

Retired employees may also apply.

Salary will be commensurate with qualifications and experience for the right candidates.

II. For the post of (i) Project Assistant-CSE, IT and Mech. (CAD/CAM) (ii) Laboratory Assistant (iii) Library Assistant (iv) Computer Assistant (v) Lab Technician (vi) Data Entry Operator/Junior Assistant:

A. General:

1. Before submitting the application, candidates should satisfy themselves that they are eligible to apply. The conditions prescribed cannot be relaxed.
2. The application should be filled by the candidate in his/her own handwriting and the signature at the end must be in full.
3. The management reserves the right not to fill any post(s) without assigning any reasons thereof.
4. In case the Selection Committee finds that a candidate who has appeared before it is not suitable for the post for which he/she has applied, it may offer a lower post, if applicable.
5. The selection process will consist of written test, practical/trade test followed by interview etc., as required for each post.
6. Of all the candidates who have applied for certain post, only those who are short-listed, will be called for the written/practical /trade test followed by interview.
7. Candidates called for tests, interview etc., should come prepared to stay for one more day, if necessary.
8. Candidates called for interview should bring all the original certificates as regards their qualifications, experience etc., along with two sets of photocopies thereof.
9. Incomplete applications and applications received after the specified last date are liable to be rejected.
10. Original certificates should not be enclosed with the application.
11. Candidate(s) applying for more than one post should submit separate application for each post.
12. Candidates called for trade test/written test will be eligible for reimbursement of to & fro travel expenses [II-Class train fare/actual bus fare (limited to express bus charges)] subject to production of tickets. Candidates will also be paid incidental expenses for attending the interview at the discretion of the management.
13. Applications complete in all respects should reach the Secretary, Vasavi College of Engineering, 9-5-81, Ibrahimbagh, Hyderabad 500 031 within 15 days from the date of publication of the Advertisement.

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B. Qualifications and experience for positions notified:

The details of required educational qualifications, experience etc., in respect of various posts are as indicated below:-

Sl. No.	Name of the post & Departments	Qualifications & Experience
1	Library Assistant	A first class Bachelor's degree in Library Science (BLISC) or a Master's Degree in Library/Information Science/Documentation Science or an equivalent professional degree with at least 55% marks and consistently good academic record with knowledge of computerization of library and two years experience desirable.
2.	Project Assistant Mech. (CAD/CAM)	1 st Class Diploma/B.E/B.Tech. Softwares required: (1) 3D Modeling (NX, CATIA, ProE) (2) analysis (ANSYS, HyperWorks)
3.	Project Assistant – CSE and I.T	1 st Class Diploma/B.Sc./M.Sc., in Computer Science /B.E/MCA or equivalent with minimum one year experience in JAVA, Advanced JAVA, Apache Tomcat, Android, Oracle 9i/11g. Knowledge in developing Web Applications and Mobile Applications is essential.
4.	Computer Assistant – CSE and I.T.	B.Sc., (Computer Science) / MCA / B.Sc., (MPC) with PGDCA and two years of experience in C, C++, Java, Oracle.
5.	Laboratory Assistant – ECE, EEE and Civil	First class Diploma in the relevant branch with three years of experience in relevant area of industry/educational institutions offering degree/diploma courses in Engineering.
6.	Laboratory Assistant-Physics	First Class Bachelor's degree in Physics or a Master's Degree in Physics with at least 55% marks and three years of experience in relevant area of industry/educational institution offering degree/diploma courses in Engineering.
7.	Laboratory Technician – Mech,ECE, EEE, Civil and IT.	A certificate from I.T.I. in relevant trade with three years of experience in a recognized academic institution or industry of repute.
8.	DEO/Junior Assistant	Bachelors Degree with DCA from a recognized institute and knowledge of MS-Office.

IMPORTANT NOTE

For the post of Project Assistant (CAD/CAM), Project Assistant in CSE and I.T, Computer Assistant in CSE and I.T, and Laboratory Assistant in ECE, EEE and Civil Engineering, Lab Technician in ECE, EEE, Civil, Mechanical Engineering and IT, candidates having higher qualifications namely B.E/B.Tech. and or M.E/M.Tech are also eligible to apply for these positions.

C. Terms & conditions of appointment:

1. Appointments will be made on contractual basis with consolidated salary commensurate with qualifications, experience & performance in the selection process. The minimum initial consolidated salary per month for various positions will be as follows:

Library Assistant/Project Assistant/Laboratory Assistant/Computer Assistant : Rs.26,000/-

Laboratory Technician : Rs.23,000/-

Data Entry Operator/Junior Assistant : Rs.20,000/-

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2. His /Her performance will be reviewed periodically and his/her consolidated salary suitably increased/revised annually. If performance is not found satisfactory, the contract could be terminated with one month notice or on payment of one month salary in lieu of notice. Likewise he/she will be at liberty to leave the job before the expiry of the term of appointment, provided he/she gives one month's notice or pays one month salary in lieu of notice.
3. After satisfactory performance for twelve years, on qualifying in the written test to be conducted by the College, he/she will be considered for being placed on regular scale of pay as decided by the management. This placement will be on probation for a period of two years within a continuous period of three years.
4. During the period of probation/extended period of probation, if performance is not found satisfactory, he/she will be discharged from service with one month notice or one month salary in lieu thereof. After probation, the performance will be reviewed periodically and if it is found to be not satisfactory, the services are liable for termination with three months' notice or three months' salary in lieu thereof. In case he/she desires to leave the service after completion of the probationary period, he/she should give three months notice or pay three months salary in lieu of notice.
5. The eligibility for casual leave will be for 12 days in a calendar year for 1st year of service. It will be proportionate depending on the date of joining. Thereafter, he/she will be eligible for 20 days of casual leave per calendar year for subsequent years.
6. Eligibility for availing vacation will be as under:-
 - For service of first six months : No vacation
 - Service beyond 6 months : 5 days
but below 1 year as on 30th April of the year
 - For completed service of one year : 10 days
as on 30th April of the year
 - For completed service of two years : 15 days
as on 30th April of the year
 - For completed service of 3 years and above : 20 days
as on 30th April of the year
7. The provisions of ESI, EPF and Gratuity Laws, as applicable to private unaided institutions, will be applicable to the employees.
8. In disciplinary matters and other terms & conditions of service, they will be governed by the rules & regulations in force and as may be prescribed by the management from time to time.