

**INFORMATION TO CANDIDATES APPLYING FOR NON-TEACHING POSITIONS**

**Qualifications and experience for positions notified:**

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

**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.

**II. Manager (Alumni Relations):**

Should be a graduate with a specialization in marketing/communication, about 30-40 years of age.

Will be responsible for devising and implementing strategies for fostering excellent alumni relations.

Should be capable of updating the Alumni portal/website from time to time, planning & organizing alumni events, designing & releasing of monthly newsletters, handling correspondence, inviting the alumni and organizing guest lectures, career guidance to the students, organizing Alumni Meet, starting Alumni Association Chapters in other cities and countries, motivating & encouraging the alumni towards greater involvement and participation in the development of the institution.

**Interested candidates may send their profile with copies of relevant documents to the above address within 15 days. Salary will be commensurate with qualifications and experience and will not be a constraint for the right candidate.**

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**III. Computer Assistant:**

B.Sc., (Computer Science) / MCA / B.Sc., (MPC) with PGDCA and two years of experience in C, C++, Java, Oracle.

**Note:**

*For the post of Computer Assistant candidates having higher qualifications namely, B.E/B.Tech. and or M.E/M.Tech are also eligible to apply.*

**IV. Laboratory Technician:**

A certificate from I.T.I. (Machinist/Fitter) with three years of experience in a recognized academic institution or industry of repute.

**Note:**

*For the post of Laboratory Technician in Civil Engineering candidates having higher qualifications namely Diploma, B.E/B.Tech. and or M.E/M.Tech are also eligible to apply.*

**V. DEO-cum-Junior Assistant:**

Bachelors Degree with DCA from a recognized institute and knowledge of MS-Office.

**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. 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.

**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.**

**Terms & conditions of appointment for the posts of Computer Assistant (CSE & IT),  
Laboratory Technician (Civil Engineering) and DEO-cum-Junior Assistant**

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 will be as follows:  

Computer Assistant	:	Rs.26,000/-
Laboratory Technician	:	Rs.23,000/-
DEO-cum-Junior Assistant	:	Rs.20,000/-
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 (12) 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 1<sup>st</sup> 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 but below 1 year as on 30 <sup>th</sup> April of the year	:	5 days
➤ For completed service of one year as on 30 <sup>th</sup> April of the year	:	10 days
➤ For completed service of two years as on 30 <sup>th</sup> April of the year	:	15 days
➤ For completed service of 3 years and above as on 30 <sup>th</sup> April of the year	:	20 days
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.