

Qualifications, experience and other details 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.

II. Alumni Relations Officer:

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.

III. Software Developer:

B.E (CSE/IT)/MCA/M.Sc (CS) or equivalent with at least one year experience with frontend React/Angular, Node.JS and backend ASP.NET/Express JS Web API Development.

IV. Laboratory Technician – Civil

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

Note:

Candidates having higher qualifications namely Diploma, B.E/B.Tech. and or M.E/M.Tech are also eligible to apply.

V. Computer Assistant:

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

Note:

Candidates with Diploma/B.E or B.Tech/M.E or M.Tech in CSE are also eligible to apply.

GENERAL:

- **Salary will be commensurate with qualifications and experience.**
- Incomplete applications and applications received after the specified last date are liable to be rejected.

**VASAVI COLLEGE OF ENGINEERING
(Autonomous)**

Accredited by the NAAC with A++ Grade
(Sponsored by Vasavi Academy of Education)
(Affiliated to Osmania University and Approved by AICTE)
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Application Form for Non-teaching positions

Post applied for : _____

1. Name of the applicant : _____
(in BLOCK LETTERS)
2. Father's /Husband's Name : _____
3. Date of Birth and age of the applicant : _____
4. a) Permanent address of the applicant :
- b) Address for communication :
- c) Mobile/Telephone number :
- d) e-mail address, if any :

5. Academic and other qualifications obtained (supporting photo copies of certificates must be attached)

Exam passed	Specialization/ Branch	University/Board/Institute	Year	Division

Contd..2..

6. Mention your experience up-to-date (photo copies of service/Experience certificates to be enclosed)

Designation	Period		Organization	Nature of duties	Scale of pay, Basic pay & Gross Salary
	From	To			

7. Total experience : _____ years

8. Any other information or significant contribution which you feel is relevant in support of your application (enclose a separate sheet if required) :

9. Mention any two responsible persons who are intimately acquainted (but not related) with the applicant's conduct and character. :

1) Name :
Occupation :
Address :

2) Name :
Occupation :
Address :

Declaration to be signed by the applicant

I hereby declare that the above particulars are true to the best of my knowledge and belief.

Place :

Date :

SIGNATURE OF THE APPLICANT