

Vasavi College of Engineering
(Autonomous)
Accredited by NAAC with A++ Grade
(Sponsored by Vasavi Academy of Education)
(Affiliated to Osmania University & approved by AICTE)
9-5-81, Ibrahimbagh, Hyderabad 500 031, Telangana. www.vce.ac.in
Phone : 040-23146122

**Information to candidates applying for the post of Administrative Officer,
Facilities Manager, Manager (Alumni Relations) and
Physical Education Teacher (Woman)**

1. **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.

2. **Facilities Manager:**

Should be a graduate, about 45-50 years of age with experience in upkeep, operation and maintenance of the of building systems and services on the campus of a large educational institution (laboratories, class rooms, waiting rooms, seminar/conference halls, campus roads, water facilities including water tanks, sumps, water-coolers, water-purifiers, sewerage treatment plant, lawns, gardens, electrical installations, other related services/amenities etc.), regular maintenance and compliance with health and safety regulations.

Should be responsible to supervise efficiently the subordinate staff and other persons placed under his charge to ensure maximum efficiency and suitable working conditions for the students and staff of the institution and their activities on the campus.

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

Should be a graduate with a specialization in marketing/communication, about 45-50 years of age.

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

Should be capable of updating the Alumni portal/website from time to time, planning & organizing alumni events, designing & release of monthly newsletters, handling correspondence inviting the alumni and organizing guest lectures, career guidance to the students, organizing Alumni Meet, motivating the alumni to institute medals to student toppers extending financial assistance to the needy students, instituting endowments, making contributions, both monetary and non-monetary, towards the development of the institution.

4. **Physical Education Teacher (Women):**

Should possess a Master's Degree in Physical Education with atleast 55% of marks, should be below 35 years of age with experience of having worked as a PET in a reputed educational institution for about five years.

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 for the right candidate.