

# MAHATMA GANDHI INSTITUTE OF TECHNOLOGY

Chaitanya Bharathi P.O., Gandipet, Hyderabad – 500 075.

Advertisement No. MGIT/NT/2019/1

Date: 07.06.2019

## **RECRUITMENT NOTIFICATION FOR POSTS ON REGULAR BASIS**

Applications are invited from eligible candidates for recruitment of the following **Non-Teaching** posts on regular basis in various Departments of **Mahatma Gandhi Institute of Technology, Hyderabad**. The last date for receiving applications by HR Department is **25.06.2019**. Prescribed application forms may be obtained from the Administrative Office and the same can also be downloaded from college website: [www.mgit.ac.in](http://www.mgit.ac.in).

S.No	Post	Department	Qualifications & Experience
1	Administrative Officer	Administrative Office	<ul style="list-style-type: none"><li>Any Bachelor's / Master's degree from a recognized university with not less than 10 years of experience in any reputed technical education institution, out of which 5 years as Assistant Administrative Officer/ Administrative Officer or Equivalent.</li><li>Good interpersonal, organizational, time management, negotiation, communication and computer skills are essential.</li><li>Conversant with legal procedures along with exposure to service rules pertaining to academic institution is desirable.</li></ul>
2	Accounts Officer	Administrative Office	<ul style="list-style-type: none"><li>Minimum 1<sup>st</sup> class in M.Com / MBA (Finance) from any recognized university with not less than 10 years of experience in any reputed organization, out of which 5 years as Assistant Accounts Officer/ Accounts Officer or Equivalent.</li><li>Proficiency in English and experience in accounting package (Tally) are essential.</li></ul>
3	Junior Assistant cum Data Entry Operator	Administrative Office	<ul style="list-style-type: none"><li>Any degree from a recognized university with not less than 5 years of experience in any reputed organization</li><li>Strong clerical, administrative along with excellent data entry skills are essential.</li><li>Also, DCA/PGDCA having proficiency in data processing software (MS-Office) is highly desirable.</li></ul>
4	Technician	CIVIL/EEE/Mechanical Engineering	<ul style="list-style-type: none"><li>Minimum I.T.I or equivalent in a concerned trade with a minimum of 5 years experience in a reputed technical education institution or industry.</li><li>Proficiency in English and necessary computer skills are highly desirable.</li></ul>

### **Note:**

1. Candidates around the age of 40 years will be preferred.
2. The Applicants have to appear for a written test / skill test / trade test followed by an interview on any day communicated in due course of time

Sd/-  
Secretary & Correspondent