**MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (A)**

Kokapet (V), Hyderabad-500075., TELANGANA

Date: 06.09.2022

**Instructions to the Applicant**

**Qualifications and Experience for Non-Teaching Posts**

**1) Stenographer:**

Any Graduate with Shorthand in lower/higher and type writing in English higher grade. 5 years of experience is desirable.

**2) Assistant Programmer:**

1st Class in B.Tech / MCA /MSc. (comp) with minimum of 5 years of experience in Programming, Computing and Systems Operations. Excellent Academic Record will be preferred.

**Skills:** Well versed with Programming and Software. Great insight on further developments, ability to learn and teach various programming languages, Skilled enough to understand the students requirements and guide them to make them learn and understand better. Ability to assess the need, analyze the situations and provide on time solution in the Computer Labs.

**Certification**: PHP / Java / Python / Database management etc.,

**3) Computer Operator:**

1st or 2nd Class with PGDCA /Diploma in CSE/ BCA/ B.Sc. Computers with 2 years of experience. Knowledge of typing is also essential.

**4)** **Skilled Assistant (Civil Engineering, EEE, Physics & Chemistry:**

1st or 2nd Class Diploma or its equivalent in a concerned trade with a minimum of 5 years of experience in a reputed technical education institution or industry.

**5) Electrician:**

Minimum I.T.I/Diploma in Electrical engineering with 5 years of experience.

**6) Book Bearer ( for Library):**

Intermediate with CLISc. and minimum of 2 years of experience is desirable.

**Note:**

**Candidates are required to download the attached Application Form and submit the same along with all Certificates relating to Qualifications, experience and proof of salary drawn.**

1) Incomplete and defective applications and applications received after the last date will not be accepted.

2) No T.A and D.A will be paid for the candidates attending the interview.

3) Management reserves the right to fill the above post as per requirement.

4) Last date for submission of filled in applications is **17.09.2022**

**Disclaimer**: The Management reserves the right to cancel or postpone the date of interview without giving any reasons. Any claims in this regard will not be entertained.

**PRINCIPAL**