



MAHATMA GANDHI INSTITUTE OF TECHNOLOGY (A)

Kokapet (V), Hyderabad-500075., TELANGANA

Date: 02.01.2025

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 Graduate with PGDCA / Diploma in CSE/ BCA/ B.Sc. Computers with 2 years of experience. Knowledge of typing is also essential.

4) Junior Assistant:

A B.Com / B.Sc graduate in 1st or 2nd class or equivalent with more than 2 years of experience and Computer Knowledge is essential.

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 **15.01.2025**

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

Sd/-
PRINCIPAL