

Details of Qualification, Skills, Experience required & Pay scale for all available non-teaching positions are indicated below:

Position	Minimum qualification	Skills required	Experience
ADMIN EXECUTIVE	Any first class Degree with Computer knowledge and excellent communication skills	Computer Data management skills Maintaining the files Departmental documentation and correspondence	2 years of experience (preferably in educational Institutions)
FRONT OFFICE - GUEST RELATIONS OFFICER	Any first class Degree with Computer knowledge and excellent communication skills	Answering Incoming calls and re-direct to the appropriate person. Welcome, assist/ direct students, parents, staff and visitors Maintaining log book for Incoming and outgoing couriers. Maintaining log book for visitor	2 years of experience (preferably in educational Institutions) Proficiency in English and local languages
LAB INSTRUCTORS in Aeronautical, Chemical, Chemistry, Civil, Electrical & Electronics and Physics Engineering branches	First class in Diploma/ Graduate in the relevant field	Good Communication Skills Arranging the various machinery and equipment for the students training as per the curriculum. Training the students as per the curriculum. Maintaining the machinery and equipment in working order. Arranging the raw material required for the training well in time. Computer Knowledge is must	2 years of experience as Lab Instructor (preferably in education Institutions)
FOREMAN in Aeronautical, Chemical, Electrical & Electronics and Physics Engineering branches			5 years of experience as Foreman (preferably in education Institutions)
HR MANAGER	First class in MBA(HR) from well recognized University or a reputed B-School	Strong communication and people management skills. Exposure to Generalist role Expertise and knowledge in HR Policies, processes and procedures along with operational experience. Knowledge in HRM automation software	10+ years of experience in HR (preferably in Higher education Institutions) Proficiency in English Ability to interact with external agencies.
BOYS HOSTEL WARDEN	Graduate in any discipline	Ensure that no ragging takes place in the hostels and maintain ragging free premises. Ensure the safety and security of the students. Monitoring of the Record keeping of the movement of students, Hostel Mess Management, other related Administrative & Managerial Skills Responsible for general welfare of students in the hostel. Ensure quality and hygiene of the mess facility in the hostel. Ensure availability of resources viz hot water supply etc. and its proper distribution amongst students in the hostel as per their needs. Liaison with medical department for health matters of hostel students. Any other duty assigned by the management from time to time.	5 years of experience as Hostel Warden
LADIES HOSTEL WARDEN			

<p>SECURITY OFFICER</p>	<p>Graduate in any discipline</p>	<p>Demonstrated ability to handle and resolve conflicts in an effective manner Working knowledge of securing a facility/premises using advanced techniques Ability to act with urgency in an emergency situation Working knowledge of using firearms and other security equipment Able to work in a rotating shift Excellent communication skills</p>	<p>5 years of experience (preferably in educational Institutions)</p>
<p>PHYSICAL EDUCATION INSTRUCTOR</p>	<p>First class in Bachelor's and Master's degree in PE</p>	<p>Ability to organize the sports events Ability train, equip and motivate participants for achievement Coordinate with VTU and other professional colleges to conduct sports activities / events</p>	<p>5 + years of experience in higher education Institutions</p>