

**SPMVV SOCIETY FOR INNOVATION INCUBATION AND ENTREPRENEURSHIP
TECHNOLOGY BUSINESS INCUBATOR (SSIIE-TBI)**



(Catalyzed & Supported by NSTEDB Division, DST, New Delhi)

SRI PADMAVATHI MAHILA VISVAVIDYALAYAM

Accredited by NAAC with 'A' Grade

(Women's University)

Tirupati-517502, Andhra Pradesh, India



Applications are invited for the following positions

Positions	Number
Lab Assistant @ Rs.15,000/- p.m	1
Computer Operator @ Rs.15,000/- p.m	1

"Lab Assistant" for the project "SSIIE-TBI"

Essential Qualifications	Bachelor's Degree in Engineering/Technology from a reputed Indian/Foreign University/Institute with minimum one-year experience in relevant field.
Essential Experience	Minimum one year of total work experience at labs which may include of Engineering/Technology.
Desirable	<ol style="list-style-type: none">1. Strong technical and communication skills.2. Ability to work independently as well as with the incubation team.3. Helps incubates in performing their experiments and preparation of reports.4. Hands-on experience on Maintenance of scientific equipment.
Job Profile	Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer or set of minicomputers. Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.
Salary Range and other facilities	Consolidated pay of Rupees Fifteen thousand only per month - with 10% yearly increment. Taxes apply

The post is purely on temporary basis but may extend year by year based upon the candidate's performance. If the performance is not satisfactory it may lead to termination. The tenure of the project is five years. Preference will be given to women candidates.

The candidates have to attend the walk-in interview with all the original certificates and the filled-in application form on 18th January, 2018 at 09:00 AM at **Administrative Building, Sri Padmavathi Mahila Visvavidyalayam, Tirupati**. For details visit www.spmvv.ac.in

"Computer Operator " for the project "SSIIE-TBI"

Essential Qualifications	Bachelor's Degree in Engineering/Technology from a reputed Indian/Foreign University/Institute with minimum one-year experience in relevant area.
Essential include Experience	Minimum one year of total work experience as computer operator at fields which may include MS office.
Desirable	<ol style="list-style-type: none">1. Strong technical and communication skills.2. Ability to work independently and also in teams.3. Good exposure in MS Office, Adobe, Photoshop, PageMaker, DTP Publishing etc.4. Experience on report generation and analysis.
Job Profile	Oversee maintenance and operation of computer hardware systems. Control console of mainframe digital computer or set of minicomputers. Perform maintenance tasks such as checking for viruses, backing up tape, upgrading software, and other basic maintenance.
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(FORM OF APPLICATION TO BE SUBMITTED BY THE CANDIDATES)

1. Name of the post applied for a) Post :
(Subject and Specialization]

b) Subject :

c) Specialization :

2. a. Name of the candidate in full

With address for communication and :

Mobile/Land line No/ email id.

b. Permanent Address :

Latest Pass
port size
Photograph

3. Date of Birth and Age (in completed years) :

4. Community and Sub category:

5. Nationality:

6. Qualifications: (Start with highest Degree)

Examination Passed	Class	% of Marks	Year	University/Institution
(i) Ph.D. ()				
(ii) M.Phil ()				
(iii) M.Tech/ P.G ()				
(iv) B.Tech/Bachelor's Degree ()				
(v) Any other				

7. Experience:

Name of the Post	Name of the Institution where worked	Period with dates	Total Experience

8. Projects Handled (Brief Description):

9. Summary of Profile (Max. 1000 words):

10. Statement of Purpose w.r.t. the Position applied (Max. 1000 words):

11. Any other relevant particulars which the applicant wishes to place before the Selection Committee for consideration.

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Station :

Date :

Signature of the Candidate

NOTE :

1. If a candidate is applying for more than one post, separate application is to be submitted for each post, failing which, the application will be considered for only one post.
2. Providing wrong information will disqualify the candidate.
3. If you are already employed, provide No-Objection certificate from the employer.
4. Enclose attested copies of all your qualifications and experience certificates.