



# MAHAGURU INSTITUTE OF TECHNOLOGY

Kattachira, Pallickal P.O., Kayamkulam, Alappuzha Dist., Kerala – 690503  
(Affiliated to APJ Abdul Kalam Technological University, Thiruvananthapuram)

Approved by AICTE, Accredited with 'B<sup>++</sup>' grade by UGC-NAAC and NBA

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Website: [www.mahagurutech.ac.in](http://www.mahagurutech.ac.in)

## **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) Programmer:**

1<sup>st</sup> Class in B.Tech / MCA / MSc. (comp) with minimum of 8 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) Assistant Programmer:**

1<sup>st</sup> 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.,

#### **4) CAD-CAM Operator:**

- **Diploma:** A 3 year diploma in Civil/Mechanical Engineering or CAD/CAM related fields.
- **Degree:** A Bachelor's degree (B.Tech/B.E.) in Civil/Mechanical Engineering or similar is desirable.
- **Proficiency in CAD Software:** Knowledge of computer-aided design software like AutoCAD, SolidWorks, CATIA, or Inventor.
- **Proficiency in CAM Software:** Familiarity with computer-aided manufacturing softwares.
- **Basic Computer Skills:** Strong understanding of operating systems and other basic computer applications.

#### **5) Tradesman/ Lab Technician (Civil):**

1<sup>st</sup> or 2<sup>nd</sup> Class Diploma or its equivalent in the concerned trade with a minimum of 5 years of experience in a reputed technical educational institution or industry.

#### **6) Lab Asst,( Physics/Chemistry):**

1<sup>st</sup> Class B.Sc in Physics/Chemistry with experience of at least 2years in any Engineering college or University.

#### **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 **31.01.2025**

**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**