

JBES	JB GROUP OF EDUCATIONAL INSTITUTIONS Bhaskar Nagar, Yenkapally village, Moinabad Mandal, Hyderabad-500075	JBRES
*JB Institute of Engineering and Technology *Bhaskar Engineering College *Bhaskar Law College *Sri Balaji Dental College	*Bhaskar Pharmacy College *Joginpally B.R. Architecture College	*Joginapally B.R. Engineering College *Joginpally B.R. Pharmacy College *Bhaskar Medical College

Applications are invited for the following posts

- * **Laboratory Staff** : *Lab Technicians and Lab Assistants for Engineering (Civil, Mechanical, ECE, CSE, EEE and Mining) and Science (Physics and Chemistry) labs
- * **Admin/HR/Accounts** : *Administrative Officer, *HR Manager, * Accountants * Executive/Office Assistants *Receptionists*Attenders
- * **IT Professionals** : *System Administrator * Programmer * Data Entry Operators
- * **Engineering Services** : *Civil Engineer, *Junior Architect *Electrician *Carpenter *Plumber
- * **Physical Education** : * Director(female)
- * **Library** : Librarian

Please mail your resume and scanned copies of all testimonials, PAN Card, Aadhaar card and Photo to recruitment@jbggroup.org.in and directorcoordination@jbggroup.org.in by 31 -08 -2021

For more details, please visit www.jbggroup.org.in Contact Nos: 9959400221 / 9908058222 / 9704130091 / 9704924777

Sd/-
Secretary

JB GROUP OF EDUCATIONAL INSTITUTIONS	
Bhaskar Nagar, Yenkapally village, Moinabad Mandal, Hyderabad-500075	
*JB Institute of Engineering and Technology	*Joginapally B.R. Engineering College
*Bhaskar Engineering College	*Bhaskar Pharmacy College
*Bhaskar Law College	*Joginapally B.R. Pharmacy College
*Joginapally B.R. Architecture College	*Bhaskar Medical College
*Sri Balaji Dental College	

Qualifications and Experience

S.No.	Post		
		Qualifications	Experience
I	Laboratory Staff		
	1.Lab Technician for Engineering (Civil, Mechanical, ECE, CSE EEE and Mining) labs	Diploma in relevant branch of engineering	2 years in Engineering Colleges
	2.Lab Technician (Physics and Chemistry) labs	B.Sc. with Physics & Chemistry	2 years in Engineering Colleges
	3. Lab Assistants	ITI in relevant Trade	2 years in Engineering Colleges
II	Admin/HR/Accounts		
	4.Administrative Officer	Any Degree/MBA (HR)	Ten years' experience in the relevant field in Engineering Colleges
	5.HR Manager	MBA (HR)	5 years' experience in Engineering Colleges
	6.Accountant	B.Com	Accounts background and well versed with Accounts software and experience in Engineering Colleges
	7.Executive/Office Assistant	B.Com	5 years' experience in Engineering Colleges with Computer Knowledge of MS office etc.
	8.Receptionist	Any Degree	With knowledge in MS office, front office and good Communication skills
	9.Attender	SSC Pass	
III	IT Professionals		
	10.System Administrator	Bachelor's degree with Computers or BCA/ BSc (IT) Or Diploma in Computer Science & Engineering with Certification in Computer Hardware and Networking Or Bachelor's degree with Diploma in Computer Hardware and Networking	1.MCA preferable Networking certificate from Cisco (CCNA) or Novel RHCE /Windows administrator Certification Two years' Experience.
	11.Programmer	Bachelor's degree with Computers or BCA / B Sc (IT)	1. MCA preferable

		Or Diploma in Computer Science & Engineering Or Bachelor's degree with Diploma in Computer Programming.	2. Certification in Java / Python/ UML/ Software Testing / Networking from a reputed Institute. 3. Two years' Experience.
	12.Data Entry Operator	1. Degree from a recognized University or equivalent 2. Certificate course or Diploma in Date Entry/DTP/MS Office from a recognized Institute or equivalent With MS Word and MS Excel.	1. Two Years Previous Experience 2. Typing Speed of 40 Words per minute
IV	Engineering Services		
	13.Civil Engineer	B.Tech(Civil Engg)	3-5 years' in building construction and maintenance and Estimating in large educational institutions
	14.Junior Architect	B.Arch	3-5 years industry experience proficiency in AutoCAD, Photoshop and other relevant software
	15.Electrician	ITI in relevant Trade	2 years in Engineering Colleges
	16.Carpenter	ITI in relevant Trade	2 years in Engineering Colleges
	17.Plumber	ITI in relevant Trade	2 years in Engineering Colleges
V	Physical Education		
	18.Director(female)	M.P.Ed	5 years in Engineering Colleges
VI	Library		
	19.Librarian	M.Lib.Sc	5 years in Engineering Colleges

Note: Interested candidates are requested to fill in details in the application placed below and mail to recruitment@jbggroup.org.in and directorcoordination@jbggroup.org.in along with copies of testimonials



JB GROUP OF EDUCATIONAL INSTITUTIONS
APPLICATION FORM FOR HR AND ADMIN POSITIONS

Application for the Post of.....

Photo

1. Name: Dr. /Mr./Ms. _____ ; _____
(As per Official Records) (Surname)

2. Father's / Spouse's Name : _____

3. Phone: _____ Mobile : _____

4. Email Id : _____

5. Present Address: _____
_____ City/Town _____

6. Permanent Address : _____
_____ City/Town _____

7. Date of Birth .../.../... Age : Years Married : Yes / No No. of Children.....
(DD/MM/YYYY)

8. Caste : (SC/ST/BC/EBC/OC) : _____ Religion:.....

9. Specialisation : _____ Department : _____

10. Qualifications :(Starting from Highest Degree):

Qualification	Degree Awarded	Name of College / Institute /University	Constituent or Affiliated College	Studied from ...Year to .. Year	Year of Passing	Grade/ Aggregate Marks (%)
Post-Graduation						
Graduation						
Any Other Qualification						
Any Other Qualification						

11. Total Experience : / ... Teaching : ... / ... Research : ... / ... Industry : ... / ...
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12. Employment Details (Starting with the Present Employment) :

Employer's Name and Address	Period of Service (Month & Year)		Designation	Gross Salary per Month (Rs.)	Reason for Change
	From	To			

13. Notice Period with the Present Employer : Months

14. Publications (No of Papers) :

(a) Journals : National International Total

(b) Conference Proceedings :

15. Present Salary: Rs. p.m. (Enclose Documentary Evidence)

16. Expected Salary: Rs. p.m

17. Please write statement of purpose or give any other additional information about your strengths or achievements :

Date:

Signature of the Applicant

Note: Attach your latest CV with Photograph, copies of Academic Qualifications & Experience with this form