

**“COMPUTER OPERATOR” FOR THE “TECHNOLOGY BUSINESS
INCUBATOR UNDER SPMVV SOCIETY FOR INNOVATION INCUBATION
ENTREPRENEURSHIP (SSIIE-TBI)”**

JOB REQUIREMENTS

Essential Qualification: Bachelor’s Degree in Engineering or Technology/MBA/MCA from a reputed Indian/Foreign University/Institute with minimum one-year experience in relevant area.

Essential Experience: Minimum one year of total work experience as computer operator at fields which may include MS office.

Desirable:

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

Salary: Consolidated pay of **Rs.15,000/-** (Rupees Fifteen thousand only) per month with 10% yearly increment. Taxes apply

Candidates must submit filled application form given below along with their resume/CV with a set of self-attested photocopies of all educational/ experience related certificates /marks sheets with one passport size photograph by email to **ceo.spmvv@gmail.com** on or before **12th November 2020**.The post applied for should be mentioned in the subject.

For further details, contact: visit: www.spmvv-tbi.com/ www.spmvv.ac.in

Note: 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. Preference will be given to women candidates.



**SRI PADMAVATI MAHILA VISVAVIDYALAYAM
TIRUPATI**

(Women's University)

(FORM OF APPLICATION TO BE SUBMITTED BY THE CANDIDATES)

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

b) Subject :

c) Specialization :

Latest Pass port
size Photograph

2. a. Name of the candidate in full

With address for communication and :

Mobile/Land line No/ email id.

b. Permanent Address :

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/ MBA/MCA				
(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. Providing wrong information will disqualify the candidate.
2. If you are already employed, provide No-Objection certificate from the employer.
3. Enclose attested copies of all your qualifications and experience certificates.

