

CT Group of Institutions

CT INSITUTE OF HIGHER STUDIES

(AFFILIATED TO GNDU, AMRITSAR)

Urban Estate II, Pratappura Road, Shahpur, Jalandhar

Invites applications for teaching post(s) in the specified disciplines/specialization.

- **Principal**
- **Assistant Professor(s):** Physics (1), Chemistry (1), Mathematics (1), Computer Science/Comp. App. (1), Fashion Designing (2), Sociology (1), Hindi (1), English (1), Punjabi (1), Political Science(1), Physical Education(1), Fine Arts(1).

Qualification, Eligibility & Exp. for above mentioned post: As per GNDU/UGC norms.

Non Teaching Posts:

- **Administrative Officer**
- **Network Administrator**
- **Chief Librarian**
- **Civil Engineer**
- **DPE**
- **Food Production/Bakery Supervisor**

- **Administrative Officer**

Eligibility: Minimum Graduation & atleast 2-3 years of experience at similar post.

Job Profile:

- a) To look after overall administration of the Institute.
- b) To deal with student, staff & parents query.
- c) To ensure smooth functioning of all administrative & academic departments.
- d) To liaison with regulatory authorities like PTU, PSBTE&IT, GNDU etc.
- e) To ensure proper management of all student & staff documents, records etc.
- f) To coordinate for the purchase of various equipments, machines etc.

- **Network Administrator**

Eligibility: Diploma/Degree in related field with relevant experience.

Job Profile:

- a) Maintenance & Troubleshooting of Network related issues.
- b) Management of Wi-Fi system.
- c) Campus management through software.

- **Chief Librarian**

Eligibility: M. Lib., should have excellent knowledge in Library Automation (knowledge of software) and having atleast 5 years of experience as Librarian in a reputed college.

Job Profile:

- a) Initiate, plan and facilitate effective Library facilities development and expansion.
- b) Manage the Library policies, collections, instruction, programs, services and budget.
- c) Select books and other library resources for purchase or license, negotiate agreements with vendors for electronic resources, establish and implement shelving plans for on-site and off-site shelving.
- d) Handle relatively higher coordination demands with students, researchers and faculty.
- e) Understand the likely needs of other users within the Foundation and incorporate the same.

- **Civil Engineer**

Eligibility: Diploma/Degree in related field with relevant experience.

Job Profile:

- a) To take care of execution of project work and ensures that each staff working under him performs their duties in the proper manner.
- b) He has to monitor the transmittals of drawings and report to project Engineer regarding any shortfalls and future requirements.
- c) He will co-ordinate with SVEC block in charges and PMC Site staff for ensuring work progress.

- d) He shall obtain and make entry of the invoices of material brought on site and their consumption and put these registers to project Engineer.
- e) He will conduct timely testing for materials and maintain proper records
- f) He will witness the calibration checks on Batching plant and lab equipments periodically.
- g) He will ensure that contractor is adhering to quality norms and report any deviations to project engineer.
- h) He will cross check the material used on site whether they are complying with approved material samples.
- i) He will ensure that all check lists are properly maintained and recorded.
- j) He shall assess the performance of the subordinate tech staff on Quarterly basis and put up performance assessment feedback report to Project Engineer for his perusal.
- k) He will report to project Engineer about violation of any of the provisions of Safety codes.

- **Food Production/Bakery Supervisor**

Eligibility: Diploma/Degree in related field.

Job Profile:

- a) To handle kitchen & bakery of the Institute
- b) To take care of practical in the Lab

Due date of Application: within 07 days either by Email: managerhr@ctgroup.in or by post at address mentioned below:

Manager HR, CT Group of Institutions, Seiyu Complex, Nr. Model Town Gurudwara, Jalandhar.

Contact: 0181-5055127-128

Note: Only shortlisted candidates will be invited for the personal interview.

CHAIRMAN