



## महाराष्ट्र राज्य कौशल्य विद्यापीठ

स्थापना महाराष्ट्र अधिनियम क्रमांक ७/२०२१ दिनांक २३ मार्च, २०२१

महाराष्ट्र राज्य कौशल्य विद्यापीठामार्फत प्रशासकीय कामकाजाकरिता विविध पदांवर कंत्राटी पद्धतीने नेमणूक करावयाची आहे. सदरील पदे महाराष्ट्र राज्य कौशल्य विद्यापीठाच्या मुंबई व पुणे या उपकेंद्राकरिता आवश्यक आहेत.

इच्छुक उमेदवारांनी आपले अर्ज दिनांक 05/05/2023 पर्यंत कार्यालयीन वेळेत (संध्याकाळी 6.15 पर्यंत) [hr@mssu.ac.in](mailto:hr@mssu.ac.in) वर पाठविण्यात यावेत.

याबाबत तपशिलवार माहिती [www.mssu.ac.in](http://www.mssu.ac.in) वर देण्यात आली आहे.

स्वाक्षरीत/-

प्र. कुलसचिव

म. रा. कौ. वि. मुंबई

S.N.	Post	Qualification	Job Description	Post Required
1	Administration Head (Mumbai Office)	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Marathi drafting, Administration Processes, liaising with Government of Maharashtra), Understanding of preparations of proposals / letters, administrative file preparations, record maintenance etc.</li> <li>• Exceptional leadership and time, task, and resource management skills.</li> <li>• Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills.</li> <li>• Preference will be given to the candidates who has experience of working any of the department of Government of Maharashtra / retired from Government of Maharashtra.</li> </ul>	<ul style="list-style-type: none"> <li>• Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.</li> <li>• Recruit new administrative employees, then orient and train them for their specific job descriptions.</li> <li>• Supervises the work of employees in supporting roles, including assigning workload, and monitoring employee performance.</li> <li>• Hiring, training, and evaluating employees and taking corrective action when necessary.</li> <li>• Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.</li> <li>• Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.</li> <li>• Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.</li> <li>• Coordinates the disposition and/or resolution of individual problems and disputes involving faculty, staff, students, and/or members of the general public, as they arise.</li> <li>• Provides assistance in the understanding and interpretation of university policies and</li> </ul>	1

			<p>procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.</p> <ul style="list-style-type: none"> <li>• Assists in the coordination, supervision, and completion of special projects, as appropriate.</li> <li>• Recruit new administrative employees, then orient and train them for their specific job descriptions</li> <li>• Performs miscellaneous job-related duties as assigned.</li> </ul>	
2	Administration Head (Mulund)	<p>Administrative position requires architectural/ engineering experience:</p> <ul style="list-style-type: none"> <li>• 6+ years' experience working in residential architectural design</li> <li>• Bachelor's degree in architecture, Design or related field (M. Arch preferred)</li> <li>• Registration with NCARB</li> <li>• Extensive experience with AutoCAD and Microsoft Office</li> <li>• Familiarity with Revit software highly desirable</li> <li>• Working knowledge of Vector Works</li> <li>• Advanced communication skills</li> <li>• Willingness to travel in across Maharashtra.</li> </ul>	<ul style="list-style-type: none"> <li>• Create architectural designs based on customer input and feedback.</li> <li>• Prepare and execute client contracts pursuant to specific consultations.</li> <li>• Adjust contracts and designs to meet the changing needs of clients.</li> <li>• Draft designs that reflect green building values and cater to our clients' desires for smaller carbon footprints.</li> <li>• Adhere to all industry standards in design.</li> <li>• Communicate with contractors and construction workers to implement designs.</li> <li>• Recruit new administrative employees, then orient and train them for their specific job descriptions.</li> <li>• Oversee and manage architectural production staff.</li> </ul>	1
3	Administration Head (Panvel)	<p>Administrative position requires architectural/ engineering experience:</p> <ul style="list-style-type: none"> <li>• Degree/Diploma in Civil Engineering.</li> <li>• Worked in Government Project as a Sectional / Deputy Engineer.</li> <li>• Proficiency with computers.</li> </ul>	<p>We are looking for an experienced, driven civil engineer with a wealth of industry knowledge. To ensure success, the ideal candidate should be comfortable splitting their hours between the office, on-site visits, and attending council meetings. The civil engineer should be a critical thinker and have sound subject knowledge of mathematics</p>	1

		<ul style="list-style-type: none"> <li>• Ability to plan for and keep track of multiple projects and deadlines.</li> </ul>	<p>and physics to identify and solve engineering problems. You must also possess a certain level of creativity in order to present innovative solutions and improvements to technical processes. The successful candidate will be able to effectively communicate ideas, make recommendations, and negotiate project details with their team, subcontractors, and clients.</p> <ul style="list-style-type: none"> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> </ul>	
4	Sr. Consultant-Academics	<ul style="list-style-type: none"> <li>• PhD in Business Management and Academic experience of at least 20 years.</li> <li>• Master of Management Studies</li> </ul>	<ul style="list-style-type: none"> <li>• Identify the Programs that can be offered under the various schools of MSSU.</li> <li>• For the Programs identified, prepare the structure that shall include               <ol style="list-style-type: none"> <li>a) Rational of the Program</li> <li>b) Department to which the Program shall belong</li> <li>c) Programs Framework that shall include the courses in the</li> </ol> </li> </ul>	1

			<p>Program, the duration and the academic framework</p> <p>d) Credit Structure for all the courses in the Program</p> <p>e) Program Grid that shall include the courses to be taught across the Semester</p> <ul style="list-style-type: none"> <li>• Finalize the syllabus for every course in every program inclusive of the Course Objectives, Course Outcome, Detailed Curriculum, and References.</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Advice academic intervention programs</li> <li>• Supervise online education</li> <li>• Completes construction projects by preparing engineering design and documents and confirming specifications.</li> <li>• Help in the formation of Eligibility, Admission and Exam framework for the Programs.</li> <li>• Help in the identification of the right faculty for the conduct of the courses in all the programs.</li> <li>• Prepare a full Academic Document as guidelines for the University.</li> <li>• Help in the content for the Website.</li> </ul>	
5	Sr. Consultant-Admission	<ul style="list-style-type: none"> <li>• Bachelor's degree</li> <li>• Master's in business management prior experience of admission essential.</li> </ul>	<ul style="list-style-type: none"> <li>• Recruit students by developing alumni networks, visiting high schools and college admission events, arranging and leading campus tours, and initiating campaigns to induce students to attend the institution.</li> </ul>	

			<ul style="list-style-type: none"> <li>• Reviews prospective student applications and interviews prospective students.</li> <li>• Follows up with students to verify any application issues, including discrepancies or missing information.</li> <li>• Contacts applicant references to verify information included on resumes, letters of recommendation, and applications.</li> <li>• Works collaboratively with other admissions counsellors to review applicants, make final admissions decisions, and send out admissions offers.</li> <li>• Conducts research, designs questionnaires for current students, analyses questionnaire results, and leads focus groups to adjust recruiting strategies and materials.</li> <li>• Maintains recruiting operations by following policies and procedures and reporting needed changes.</li> <li>• Improves quality results by studying, evaluating, and re-designing processes and implementing changes.</li> <li>• Updates job knowledge by participating in educational opportunities, reading professional publications, participating in professional organizations, and keeping current with legal guidelines and requirements.</li> <li>• Maintains accurate documentation of students' progress toward their goals and next steps in the college admissions process.</li> <li>• Creates a resource-rich environment for students and teachers as it pertains to college</li> </ul>	
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			<p>readiness and educational and career planning.</p> <ul style="list-style-type: none"> <li>• Collaborates with parents/guardians to assist students with educational and career planning.</li> <li>• Maintains and disseminates information about standardized tests such as the PSAT, SAT, and ACT.</li> </ul>	
6	Sr. consultant-IT Support	<ul style="list-style-type: none"> <li>• Degree in Engineering</li> <li>• Familiarity with the University ecosystem is desirable.</li> <li>• At least 15+ years of overall professional experience in the field of Technology Consulting.</li> <li>• Experience / awareness in Certification, E-Learning, Training &amp; Development.</li> <li>• Familiarity with e-learning platforms and practices.</li> <li>• Working knowledge of Learning Management Systems (LMS).</li> </ul>	<ul style="list-style-type: none"> <li>• Developing, Creating, and Assessing various Technologies to make teaching-learning process more effective in Higher Education.</li> <li>• Forming Academic Collaborations and having MoUs with globally reputed EdTech Providers and Universities to bring out quality content and certificates to degree pursuing Students.</li> <li>• Bringing in new age technology for building more powerful and AI based Learning Management systems and Exam engines.</li> <li>• Working with team of MSSU on coordination of courses and programs launched by MSSU in all verticals.</li> <li>• Excellent communication and negotiation skills; sharp business acumen.</li> <li>• The ideal candidate has experience designing and implementing process optimization at the organizational level.</li> <li>• A successful track record in setting priorities; sharp analytic, organization and problem-solving skills which support and enable sound decision making.</li> <li>• Excellent communication and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.</li> </ul>	1

			<ul style="list-style-type: none"> <li>• A multi-tasker with the ability to wear many hats in a fast-paced environment.</li> <li>• Personal qualities of integrity, credibility, and dedication to combatting climate change.</li> <li>• Strong team player.</li> <li>• Ability to work independently and on own initiative.</li> </ul>	
7	Sr. Consultant-Exam	<ul style="list-style-type: none"> <li>• Post-Graduation in Science/Mathematics/Social Sciences/Humanities</li> <li>• Five years' experience in the field of educational research/curriculum designing and development/teacher education</li> </ul>	<ul style="list-style-type: none"> <li>• To proactively identify and respond to the requirements of examinations relating to assessment, evaluation, and grade book/transcript generation.</li> <li>• To gather, disseminate and develop best practice related to examinations and implement them in the University.</li> <li>• To present ideas and solutions for conduction of examinations in an effective way</li> <li>• To use, develop and support examination assistive technologies</li> <li>• To organize events, workshops, and meetings for smooth conduction of examinations.</li> <li>• To facilitate question paper setting, assessment and result generation.</li> <li>• To discuss and create new evaluation and assessment strategies.</li> <li>• To liaise with the Government and other regulatory bodies on examination related matters.</li> <li>• To develop digital system for University Examination.</li> <li>• To set up examination system of the University.</li> <li>• To develop assessment patterns for various courses in the University.</li> <li>• To develop and coordinate the academic bank of credit for the University.</li> </ul>	1



8	Sr. Consultant-Engineering	<ul style="list-style-type: none"> <li>• Degree in Engineering.</li> <li>• Familiarity with the University ecosystem is desirable.</li> <li>• At least 15+ years of overall professional experience in the field of Engineering and Manufacturing.</li> <li>• Experience/awareness in Certification, E-Learning, Training &amp; Development.</li> <li>• Familiarity with e-learning platforms and practices.</li> <li>• Proficient in MS Office</li> <li>• Working knowledge of Learning Management Systems (LMS)</li> <li>• Excellent communication and negotiation skills; sharp business acumen.</li> <li>• Experience managing a remote and culturally diverse team.</li> <li>• The ideal candidate has experience designing and implementing process optimization at the organizational level.</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of Course Structures (Academic and Practical).</li> <li>• Identification and on-boarding of potential students for Courses.</li> <li>• Monitoring development, delivery and certification under different Courses.</li> <li>• Course Management.</li> <li>• Monitoring of activities related to updating current or creating new offerings in Engineering and Manufacturing Courses.</li> <li>• Sales / Operations Support to the team.</li> <li>• Handle delivery-related issues.</li> <li>• Administrative Control.</li> <li>• Must be comfortable working in a matrixed management environment.</li> <li>• Willing to travel and work, at times at remote locations, within the state of Maharashtra.</li> <li>• Will be expected to stay current in the technologies and industries.</li> <li>• Meet planned and committed training release goals.</li> <li>• Manage vendor/Instructor work allocation, schedule, and performance.</li> <li>• Stay focused and be able to manage own time and others effectively for successful project outcomes.</li> <li>• Identify recurring issues in the content produced by the project teams and take corrective and preventive measures.</li> <li>• Create, track, update project release schedules/trackers as required.</li> <li>• Manage a large team of people at multiple locations to ensure smooth operations and delivery of course/ certifications.</li> </ul>	1
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			<ul style="list-style-type: none"> <li>• Build rapport with various stakeholders and industry partners.</li> <li>•</li> </ul>	
9	Sr. Consultant-Legal	<ul style="list-style-type: none"> <li>• Graduation or post-graduation in Law (LLB or LLM) from a recognized institution or university.</li> <li>• A candidate must have registered with Bar Council of India as an Advocate and few years of working experience of legal works in any court.</li> </ul>	<ul style="list-style-type: none"> <li>• To advise on legal and administrative matters</li> <li>• To prepare drafts of Statutes, Ordinances, Regulations and other legal documents</li> <li>• To provide guidance to administrative staff on legal matters, as and when necessary</li> </ul>	1
10	Consultant-Admission	<ul style="list-style-type: none"> <li>• Should be MBA/ Post Graduate in Marketing</li> </ul>	<ul style="list-style-type: none"> <li>• Arrange and Manage program awareness events for university programs</li> <li>• Develop operational plans and branding activities at assigned place along with the campus leads</li> <li>• Helping students/parents towards a deeper understanding of the university programs</li> <li>• Helping students/parents to make decisions and choices regarding possible ways forward</li> <li>• Review prospective student applications for University admission</li> <li>• Follow-up with students to verify any application issues</li> <li>•</li> </ul>	2
11	Consultant-Sales	<ul style="list-style-type: none"> <li>• MBA marketing/mass media/ BMS/ Brand Management</li> </ul>	<ul style="list-style-type: none"> <li>• Should be very good at PPT/Excel/Word</li> <li>• Vendor Management</li> <li>• Market Research</li> <li>• Brand Management</li> <li>• Campaign management on all type of platforms</li> <li>• Coordinating with agencies</li> <li>• Creating/writing briefs</li> <li>• Internal communication/co-ordination</li> <li>• Liaison with internal team of content/design/ digital to get the desired output</li> <li>• Good at communication and making presentation</li> </ul>	2

12	Consultant-Academics	<ul style="list-style-type: none"> <li>• Degree in Engineering.</li> <li>• Familiarity with the University ecosystem is desirable</li> <li>• At least 15+ years of overall professional experience in the field of Technology Consulting;</li> <li>• Experience/awareness in Certification, E-Learning, Training &amp; Development.</li> <li>• Familiarity with e-learning platforms and practices.</li> </ul>	<ul style="list-style-type: none"> <li>• supervising and coordinating the curriculum structure for engineering/technical programs of the university.</li> <li>• getting inputs from industry and academia for better curriculum development.</li> <li>• attending curriculum development meetings of the university.</li> <li>• supervising and coordinating the inclusion of latest course content in the curriculum.</li> <li>• reviewing the comments of experts and overseeing the incorporation of them in syllabus.</li> </ul>	1
13	Academic Co-Ordinator (Pune)	<ul style="list-style-type: none"> <li>• A Master's degree or Ph.D.</li> <li>• Experience in curriculum design and blended learning.</li> <li>• Managerial experience at a learning institution may be required.</li> <li>• Teaching experience is preferred.</li> <li>• Relevant subject discipline knowledge may be advantageous.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Excellent analytical and diagnostic skills.</li> <li>• The ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Analysing curricula, resources, student results, and teacher performances, and ensuring that they align with set goals.</li> <li>• Gathering information from educators, support staff, students, and parents.</li> <li>• Closely examining academic systems and reporting to the relevant stakeholders.</li> <li>• Providing workshops and instructional materials to improve lesson delivery and admin processes.</li> <li>• Developing new and more effective curricula, learning outcomes, and teaching methods.</li> <li>• Advising teachers, students, and parents on the effective use of digital learning tools.</li> <li>• Visiting classrooms to observe lessons and provide feedback.</li> <li>• Counselling educators on how to cope with exceptionally talented students as well as those who require extra attention.</li> </ul>	1
14	Consultant-Service Platform	<ul style="list-style-type: none"> <li>• Graduation Relevant Experience in developing IT service platform.</li> </ul>	<ul style="list-style-type: none"> <li>• Deliver training programs and workshops to employees or clients that motivate, improve</li> </ul>	

			<p>competencies and performance, and directly impact results.</p> <ul style="list-style-type: none"> <li>• Utilize individual or group performance results to check the effectiveness of training.</li> <li>• Gather feedback on sessions from attendees for improving future content and presentation.</li> <li>• Design a new training program and upgrade existing programs, including lesson plans and training aids as needed.</li> <li>• Recommend resources and strategies that support and lead to market success and goal achievement.</li> <li>• Diagnose learning issues that will help people do better and assist team members in measuring and enhancing training results.</li> <li>• Responsible for developing consistent and positive client/learner interactions,</li> <li>• Responsible for identifying and communicating learning gaps to the Learning Development Team.</li> <li>• Responsible for facilitating the delivery and execution of technology-based training.</li> <li>• Responds to student questions and augment course content as needed.</li> <li>• Effectively utilize current learning delivery platforms and tools to deliver training.</li> <li>• Communicate technical complexities of software in a simple manner.</li> </ul>	
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