

Date : 16.01.2024

Advt. No. MSSU/2024/Non-Teaching

Online applications are invited for recruitment of the following positions on contractual basis in Maharashtra State Skills University.

Sr. No.	Position	Nos of Position	Location
1.	Admin Head	01 (UR)	Nagpur Campus
2.	Academic Coordinator	01 (UR)	Nagpur Campus

The date of opening of the application is 16/01/2024 and the last date of submission of online application is upto 22/01/2024, 18.00 Hours.

Eligible candidates (including retired Government Employees of Government of Maharashtra) can apply for the positions in the prescribed application form, available on the Maharashtra State Skills University website i.e. www.mssu.ac.in for appointment to the posts as under on contractual basis for 11 months.

1. **Admin Head : (01 POST)**

Name of the Post	Admin Head
Location	One post at Nagpur Campus
Job Description	<ul style="list-style-type: none">• Oversees and administers the day-to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation.• Recruit new administrative employees, then orient and train them for their specific job descriptions.• Supervises the work of employees in supporting roles, including assigning workload, and monitoring employee performance.• Hiring, training, and evaluating employees and taking corrective action when necessary.• Working with the accounting and management teams to set budgets, monitor spending, and process payroll and other expenses.• Serves as the primary point of administrative contact and liaison with other offices, individuals, and institutions on operational and programmatic matters concerning the Office.• Organizes and facilitates meetings, conferences, and other special events; coordinates and attends committee meetings, and participates in committee discussions, as appropriate.• 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. Provides assistance in the understanding and interpretation of university policies and procedures, as appropriate, and ensures that office operations are in compliance with policy provisions and standards.• Assists in the coordination, supervision, and completion of special projects, as appropriate.• Recruit new administrative employees, then orient and train them for their

	<p>specific job descriptions</p> <ul style="list-style-type: none"> Performs miscellaneous job- related duties as assigned.
Qualification & Experience	<ol style="list-style-type: none"> Bachelor's degree Marathi drafting, Administration Processes, liaising with Government of Maharashtra) , Understanding of preparations of proposals / letters, administrative file preparations, record maintenance etc. Exceptional leadership and time, task, and resource management skills. Strong problem solving, critical thinking, coaching, interpersonal, and verbal and written communication skills. 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.
Salary	INR _____ /- per month [Consolidated]

2. **Academic Co- Ordinator: (01 POST)**

Name of the Post	Academic Coordinator
Location	One post at Nagpur Campus
Job Description	<ul style="list-style-type: none"> Analysing curricula, resources, student results, and teacher performances, and ensuring that they align with set goals. Gathering information from educators, support staff, students, and parents. Closely examining academic systems and reporting to the relevant stakeholders. Providing workshops and instructional materials to improve lesson delivery and admin processes. Developing new and more effective curricula, learning outcomes, and teaching methods. Advising teachers, students, and parents on the effective use of digital learning tools. Visiting classrooms to observe lessons and provide feedback. Counselling educators on how to cope with exceptionally talented students as well as those who require extra attention.
Qualification & Experience	<ol style="list-style-type: none"> A Master's degree or Ph.D. Experience in curriculum design and blended learning. Managerial experience at a learning institution may be required. Teaching experience is preferred. Relevant subject discipline knowledge may be advantageous. Strong communication and interpersonal skills. Excellent analytical and diagnostic skills. The ability to work independently and as part of a team.
Salary	INR _____ per month [Consolidated]

Mumbai- 400 001

sd/-

Date : 16th January, 2024

Registrar.

INSTRUCTIONS TO THE CANDIDATES

- 1) Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and required experience and it is for the candidates themselves to ensure that they possess the prescribed qualifications and experience. No enquiry asking for advice as to eligibility will be entertained.
- 2) The candidates may apply as per mentioned details. Applications submitted after due date and times will not be considered and office will not be responsible for any delay due to technical / other reasons.
- 3) The candidates shall apply along with self-attested documents of educational qualification, experience etc. Candidates will be informed through registered e-mail from time to time as all information like documents required, scrutiny, interview schedule and results etc. No personal communication will be sent to the candidates in any other form.
- 4) The candidates are requested to be ready with the scanned image of the signature, passport size photo, all testimonials, documents mentioned in checklist and also valid e-mail and activated cell /mobile number.
- 5) Candidates called for interview will have to be present themselves at their own cost.
- 6) Candidates already in the service shall submit their applications through proper channel and attach the scanned copy of NOC from the present employer.
- 7) University reserves the right to fill up or not to fill the advertised post/s OR to alter, modify, cancel the entire advertisement.
- 8) Candidates should give the information regarding Court cases pending, Criminal cases, disciplinary actions or equivalent etc. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
- 9) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family', a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration in prescribed FORM.
- 10) Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as General category as per G.R.No.CBC-1084/54577(1813)BCW-5 dated 1st November, 1985 and Circular No.CBC- 1688(2829) MAVAK-5 dated 29th July, 1988.
- 11) Reserved category candidates shall provide the Caste Certificate, Caste validity certificate, Non-Creamy layer certificate, as the case may be.
- 12) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 13) If selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 14) Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.
- 15) In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled/terminated.
- 16) Canvassing directly or indirectly, in any form will lead to disqualification.
- 17) Incomplete applications, applications without required enclosures, applications without requisite fees and applications not submitted in the manner, procedure and within prescribed time shall be summarily rejected.
- 18) Any change in address of the application form should at once be communicated to the office of Maharashtra State Skills University , Fort, Mumbai- 400 001.
- 19) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

