

Date : 08.03.2024

Advt. No. MSSU/2024/Non-Teaching

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.	Administrative Assistant	01 (UR)	Thane/ Pune/ Head Office/ Nagpur Campus

The date of opening of the application is 08/03/2024 and the last date of submission of online application is up to 20/03/2024, 17.00 Hours.

1. Administrative Assistant

Location	Thane/ Pune/ Head Office/ Nagpur Campus
Job Description	Work under Administration head, create international notes, correspondence with government and other stakeholders ,leave management ,file keeping ,e-mail management, visitor management, logistics handling, daily office work
Qualification & Experience	Qualification: Graduate /Postgraduate, Skills: Good typing skills in English and Marathi Work experience – 3-5 years of work experience with any academic institution, government institution, industry handling day to day administration, correspondence, mails, creating note for internal communications, supporting attendance management, leave management, data base entries, file management
Salary & Type	INR 30,000/- per month Type: Contractual and temporary for one year Reporting: Administrative head
Apply with your qualifications, work experience certificate, last drawn salary and other details to hr@mssu.ac.in on or before 20 th March 2024 by 5pm	

Mumbai- 400 001

sd/-

Date : 08th March, 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.