

Date : 27/09/2024

**Advt. No. MSSU/2024-25/Non-teaching/**

Online applications are invited for recruitment on contractual & temporary basis in Maharashtra State Skills University. The date of opening of the application is **27/09/2024** and the last date of submission of the online application is up to **18:15** hours of **03/10/2024**.

Eligible candidates can apply for the positions in the prescribed application form, available on the Maharashtra State Skills University's website i.e., [www.mssu.ac.in](http://www.mssu.ac.in) for appointment to the posts on contractual basis for 11 months.

Sr. No	Position	No. of positions	Location
1	Section Officer	1-UR	Mumbai
2	Senior Consultant – Exam	1-UR	Navi Mumbai
3	Administrative Head	1-UR	Nagpur
4	Assistant Director Counselling & Placement	1-UR	Mumbai
5	Consultant Finance	1-UR	Mumbai
6	Administrative Assistant	1-UR	Mumbai
7	Laboratory Assistant	1-UR	Nagpur
8	Office Assistant	1-UR	Mumbai

The date of opening of the application is **27/09/2024** and the last date of submission of online application is upto **18.15** Hours till **03/10/2024**.

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](http://www.mssu.ac.in) for appointment to the posts as under on contractual basis for 11 months.

Mumbai- 400 001

Date : 27/09/2024

Registrar

**Assistant Director for Counselling and Placement: ( 01-POST)**

Name of the Post	Assistant Director for Counselling and Placement
Location	Mumbai
Job Description	Identification of companies for placements of the students from various streams Engagement with companies for on-the-job placements, internships and apprenticeships Assist Director Counselling and Placement in making students employable Work closely companies on customised programs of upskilling Provide one-on-one career counseling to students and alumni, including resume review, interview preparation, and job search strategies. Guide students in identifying career interests and aligning their academic programs with career goals. Promote career services and placement opportunities through digital platforms, email campaigns, and campus outreach. Maintain accurate records and data related to student counseling sessions, placement outcomes, and employer partnerships. Analyze placement data and prepare reports on employment trends, student success metrics, and program effectiveness.
Qualification & Experience	Master's degree in Business Administration, or a related field is required. Bachelor's degree in science or arts
Salary	INR 1,00,000 per month [Consolidated]

Mumbai- 400 001

Date : 27/09/2024

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Registrar.

**Section Officer ( 01-POST)**

Name of the Post	Section Officer
Location	Mumbai
Job Description	<p>Provide relevant data and funding agency at the given milestones and oversee the daily operations and ensuring smooth functioning.</p> <p>Develop and maintain relationships with external stakeholders, including industries, research organizations, government bodies, and international partners.</p> <p>Facilitate collaboration between the institution and industry for research, innovation, and funding.</p> <p>Negotiate and draft Memorandums of Understanding (MOUs) or agreements with partners.</p> <p>Ensure timely execution of innovation and incubation projects.</p> <p>Monitor and report progress on ongoing projects and partnerships</p> <p>Assist startups and researchers in applying for grants and other funding sources.</p> <p>Handle administrative tasks such as budgeting, financial reporting, and documentation.</p> <p>Ensure compliance with regulations, policies, and guidelines from funding bodies and governing authorities.</p> <p>Internal correspondence, maintaining minutes of meeting of all board meetings.</p> <p>Coordination for meetings with colleges and board members</p>
Qualification & Experience	<p>Bachelor's or Master's degree in Business Administration, Engineering, or related fields.</p> <p>Strong project management and administrative skills.</p> <p>Ability to build and manage external relationships with industries, research institutions, and funding bodies.</p> <p>Excellent communication, negotiation, and interpersonal skills.</p> <p>Knowledge of government policies related to education</p>
Salary	INR 60,000/- per month [Consolidated]

Mumbai- 400 001

Date : 27-09-2024

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Registrar.

**Administration Head: (01-POST)**

Name of the Post	Administration Head
Location	Nagpur
Job Description	<p>Good oral and written English communication skills Oversees and administers the day- to-day activities of the office; develops policies, procedures, and systems which ensure productive and efficient office operation. Supervises the work of employees in supporting roles, including assigning, workload, and monitoring employee performance. 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. Organising events at location Liasoning for transport, stationery equipment and laboratory requirements Responsible for all office administration related needs of teaching and non-teaching staff Leave record keeping and attendance monitoring Overseeing housekeeping agency and recruitment agency Performs miscellaneous job-related duties as assigned</p>
Qualification & Experience	<ul style="list-style-type: none"><li>• Bachelor's degree/Master'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>• 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>
Salary	INR 56,000/- per month [Consolidated]

Mumbai- 400 001

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Registrar.

**Consultant - Finance: (01-POST)**

Name of the Post	Consultant- Finance
Location	Mumbai
Job Description	<p>Work and create financial plan, budgets, and forecast to ensure the effective allocation of resources and sustainability of operations.</p> <p>Assist in the development of long-term financial plans, focusing on revenue generation, cost control, and financial risk management.</p> <p>Support the preparation and management of the university's annual budget, working with various academic and administrative departments to ensure accurate forecasting.</p> <p>Assist in preparing financial reports for external stakeholders, government and funding agencies.</p> <p>Ensure that all financial operations comply with local, national, and international regulations, including tax laws, audit requirements, and higher education funding rules.</p> <p>Coordinate the meetings of fee committee and implementation at University campuses</p> <p>Fee payment process at all university campuses</p>
Qualification & Experience	<p>Bachelor's degree in Finance, Accounting, or a related field; Master's degree (MBA or M.Com) or professional certifications (CPA, CFA) preferred.</p> <p>Minimum of 5 years of experience in financial management, budgeting, and planning, preferably in a higher education or nonprofit environment.</p> <p>Strong knowledge of financial regulations, compliance, and higher education funding models.</p> <p>Experience in developing and managing large-scale budgets in a complex organization.</p> <p>Experience in the higher education sector, particularly with public or private universities.</p> <p>Familiarity with Tally and expertise in excel.</p>
Salary	INR 60,000/- per month [Consolidated]

Mumbai- 400 001

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Registrar.

**Senior Consultant- Exam: (01-POST)**

<b>Name of the Post</b>	Senior Consultant- Exam
<b>Location</b>	Navi Mumbai
<b>Job Description</b>	<p>Develop and implement a comprehensive strategy for the administration of exams, ensuring alignment with academic goals and regulatory requirements.</p> <p>Lead the development of examination policies, procedures, and protocols to ensure fairness, consistency, and academic integrity.</p> <p>Oversee the planning, scheduling, and coordination of all university examinations, including midterms, finals, entrance exams, and special assessments.</p> <p>Ensure the timely production and distribution of exam materials, including question papers, answer sheets, and grading rubrics.</p> <p>Manage the logistics of exam venues, including room bookings, seating arrangements, and the allocation of invigilators.</p> <p>Oversee the implementation of online exams, ensuring security protocols such as identity verification, remote proctoring, and anti-cheating technologies.</p> <p>Provide training and support to faculty and staff on the use of digital assessment tools and software.</p> <p>Implement rigorous quality assurance measures to maintain the integrity of the examination system and prevent malpractice or fraud.</p> <p>Handle student appeals and grievances related to examination processes or results, ensuring fair and transparent resolution procedures.</p> <p>Develop and implement security measures to safeguard examination materials, including encryption of digital exams, secure storage of physical papers, and strict access controls.</p>
<b>Qualification &amp; Experience</b>	<p>Master's degree in Business/ IT or a related degree, expertise in assessment and examination practices preferred.</p> <p>A minimum of 8-10 years of experience in examination management, academic assessment, or university administration.</p> <p>Strong understanding of exam systems, both traditional and digital, with a track record of managing large-scale assessments.</p> <p>Experience with digital assessment platforms, online proctoring systems, and automated grading solutions.</p> <p>Experience in university examination management, particularly within a large academic institution or education body.</p> <p>Experience in implementing or managing digital examination platforms and remote proctoring solutions.</p>
<b>Salary</b>	INR- <b>90,000/-</b> per month [Consolidated]

Mumbai- 400 001

**Office Assistant: (01-POST)**

Name of the Post	Office Assistant
Location	Mumbai
Job Description	<ol style="list-style-type: none"><li>1. Enrolling students for courses offered by MSSU.</li><li>2. Writing Dead Stock Registers</li><li>3. Document filing of office &amp; student record keeping.</li><li>4. Issue of TC/ Migration Certificates.</li><li>5. Inward &amp; Outward of all Correspondence and Invoices</li><li>6. Creating internal notes for approval.</li><li>7. Assisting in any event at location.</li><li>8. Handling Stationary.</li></ol>
Qualification & Experience	<ul style="list-style-type: none"><li>• Graduate with 0-3 years of experience</li></ul>
Salary	INR-29200/- per month [Consolidated]

**Laboratory Assistant: (01-POST)**

<b>Name of the Post</b>	Laboratory Assistant
<b>Location</b>	Nagpur
<b>Job Description</b>	<ol style="list-style-type: none"> <li>1. To assist students and teachers in conducting practical and experiments.</li> <li>2. To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.</li> <li>3. To assist the Incharge of the Laboratory in the purchase and procurement of laboratory materials.</li> <li>4. To supervise the work of laboratory attendants working under him.</li> <li>5. To assist the Faculty Incharge of L in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.</li> <li>6. To report breakages/losses in the laboratory, to his superiors.</li> <li>7. To report to incharge of laboratory about misbehaviors inside the laboratory.</li> <li>8. To ensure that all cupboards, doors, windows and gats are properly closed by the laboratory attendants.</li> <li>9. To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department.</li> <li>10. Ability to conduct practicals.</li> </ol>
<b>Qualification &amp; Experience</b>	<ol style="list-style-type: none"> <li>11. Masters or bachelor's degree in Computer Science /IT/relevant field</li> <li>12. Proficiency with standard laboratory equipment and techniques.</li> <li>13. Basic knowledge of laboratory information management systems (LIMS).</li> <li>14. Familiarity with MS Office Suite (Word, Excel, PowerPoint) for data entry and reporting.</li> <li>15. Ability to manage multiple tasks and priorities in a dynamic environment.</li> </ol>
<b>Salary</b>	INR-35000/- per month [Consolidated]



**Administration Assistant: (01- POST)**

Name of the Post	Administration Assistant
Location	Mumbai
Job Description	<p>Carry out standard duties assigned by the Administrative Head/ Registrar. Create written and typed reports, including memos and official letters. Provide required assistance for administrative requirements of academic teams. assist in the general administration and maintenance of infrastructure and estate. Assist the Administrative Head in various activities about estate management, liaison with various authorities (inter-department &amp; external), guest management, etc The Administration Assistant shall be responsible for reporting to the Administrative Head/Registrar/Vice-Chancellor.</p>
Qualification & Experience	<p>A Bachelor's degree in a relevant field may be preferred 2-5 years of experience working in an office setting and performing administrative work Advanced knowledge of MS Word, MS Excel, etc Typing in Marathi &amp; creating note in the formats needed at Government level. Strong familiarity with office communication tools, such as Emails, Fax Ability to type in English and Marathi / Stenography preferred Written and spoken fluency in English / Marathi. □ Candidate with experience of working in a University/ College/ Academic Institution/ Government of Maharashtra/ Similar Organizations shall be preferred Retired Officials from the Government of Maharashtra may also be considered for engagement as per the guidelines of the General Administration Department, Government of Maharashtra Government Resolution dated 17th December 2016. Selection Process: Written Test, Typing Test, Interview</p>
Salary	INR-38600/- per month [Consolidated]

**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 28<sup>th</sup> 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, along with 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 1<sup>st</sup> November, 1985 and Circular No.CBC- 1688(2829) MAVAK-5 dated 29<sup>th</sup> 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.
20. Candidates should send their resume to [hr@mssu.ac.in](mailto:hr@mssu.ac.in).