

Date: 15/04/2025

**Advt. No. RTMSSU/2025/CE/22**

Online applications are invited for recruitment to the contractual faculty positions in Ratan Tata Maharashtra State Skills University. The date of opening of the application is 15<sup>th</sup> April 2025 and the last date of submission of online application is upto 18:15 hours of 30<sup>th</sup> April 2025.

Eligible candidates can apply for the positions in the prescribed application form, available on the Ratan Tata Maharashtra State Skills University's website i.e., <https://mssu.ac.in/careers-2/> for appointment to the posts as under on contractual basis.

Post Code	Name of the Post	No. of Posts & Category	Location
CE1	Civil Engineer (Contractual)	1 - UR	Navi Mumbai/ Panvel

Abbreviations: UR: Unreserved

**Eligibility and Qualification/ Experience for Posts**

Name of the Post	Civil Engineer - Contractual
Qualification & Experience	<ol style="list-style-type: none"> <li>1. Bachelor's degree in Civil Engineering or any related discipline with 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.</li> <li>2. 10 years and above of experience in any construction project/ Maintenance work/ Supervision of Govt. Project / Supervision of any Construction site.</li> </ol>
Desirable	<ol style="list-style-type: none"> <li>1. Conduct site inspections to assess the condition of structures, buildings, and infrastructure.</li> <li>2. Perform routine and preventive maintenance, including structural repairs and civil works.</li> <li>3. Methodology of various interior work... like procedures for waterproofing, painting, partitions, Air conditioning routing, LW and High Watt electrical lines etc.</li> <li>4. Should travel to all RTMSSU centres for any repair, expansion and maintenance, taking the responsibility to work attentively with contractors and his team so the results guaranteed contractor is achieved at sites.</li> <li>5. Knowledge of preparation of BOQ bill of quantities as per SSR all Civil Electrical and Fire.</li> <li>6. Provide technical expertise and guidance on civil engineering-related repairs.</li> <li>7. Develop maintenance schedules and ensure timely execution of tasks.</li> <li>8. Diagnose and resolve structural and maintenance issues.</li> </ol>

	<p>9. Collaborate with architects, contractors, and subcontractors for specialized repair work.</p> <p>10. Prepare cost estimates and budgets for repair and maintenance projects.</p> <p>11. Preparation and updating of Measurement Book.</p> <p>12. Comparison of Various interior and civil construction estimates.</p> <p>13. Knowledge of SSR State Schedule Rates.</p> <p>14. Ensure compliance with construction and safety regulations.</p> <p>15. Maintain detailed records of inspections, maintenance activities, and repair work.</p> <p>16. Recommend improvements to existing infrastructure to enhance durability and safety.</p> <p>17. Keeping records file of all centers interior work and construction work and construction work</p>
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### General Instructions:

- The candidate must be citizen of India
- Only online applications will be accepted.
- Before applying, aspirants should ensure that she/he fulfils all the eligibility criteria.
- Fill the separate application form for each postcode.
- The persons in employment in Government Department/Autonomous Bodies/Universities under Central/ State Government should apply through proper channel. The aspirants are advised to apply through proper channel and must submit attested copies of ACRs/APARs for last 5 years (all APARs/ACRs if employment period is less than 5 years), Vigilance Clearance Certificate (VCC), IC (Integrity Certificate) from the present employer at the time of interview.
- Self-attested copies of educational and professional qualifications, and experience, etc. will be required at the time of document verification after the interview.
- If supporting document (s) / certificate(s), w.r.t claim in application form, will not be produced at the time of document verification, then it will be considered as providing misleading information and will lead to cancellation of candidature.
- In case, procedure for conversion of grade point to percentage of marks is mentioned in the mark sheet itself, the same shall be adopted or otherwise, Grade Point in 10-point scale system will be adopted and cumulative grade point average will be converted into equivalent marks as below: -  
  
Percentage of Marks =  $10 \times \text{CGPA}$
- In case of large number of aspirants, University reserves the right to short-list the aspirants in a manner as may be considered appropriate by the competent authority, including conduction of written examination.
- The University reserves the right to fill or not fill the post(s) advertised vacancies. The vacancies advertised are provisional and liable to vary (increase or decrease). In case the number of vacancies is reduced to any number or even nil, University is not liable to compensate the applicant for any consequential damage/ loss.
- The University reserves the right to cancel or modify the advertisement or part of it at any stage. The number of vacancies is provisional and subject to change.
- The education qualifications, age, experience, and other conditions of eligibility shall be determined as on the closing date of applications.

- xiii. Merely fulfillment of minimum eligibility criteria shall NOT necessarily entitle an aspirant to be called for further process of recruitment.
- xiv. The candidature of the candidate to the Examination, if any, is entirely provisional and subject to the outcome of any direction/ decision/ order/ pronouncement of any Court of Law and mere issue of Admit Card or appearance at Examination, if any, does not entitle him/her to any claim for the post.
- xv. All columns / fields must be filled in the application form. No column should be left blank, instead it should be marked 'NA', wherever not applicable.
- xvi. Email address and mobile number of the candidate must be correctly mentioned for further course of contact / correspondence. The University will use electronic mode of communication for all the purpose of recruitment.
- xvii. Incomplete applications will summarily be rejected.
- xviii. No TA/DA in connection with the submission of application form or appearing in the interview/selection will be paid.
- xix. No additional documents will be accepted or considered by the University after submission of the application form by the candidate and no subsequent request for its change will be considered.
- xx. Candidates working with Central Govt./ State Govt./PSU/Autonomous bodies have to apply through proper channel and furnish 'NOC' at the time of document verification. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated.
- xxi. In case any query aspirants may contact at email ID [hr@mssu.ac.in](mailto:hr@mssu.ac.in)
- xxii. The closing date for submission of online application is up to 18:15 hours 30.04.2025 after which the link will be disabled. Applications received through any other mode would not be accepted and summarily rejected.
- xxiii. The change in application after final submission will not be allowed.
- xxiv. The University reserves the right to rectify inadvertent error, omission, if any at any time of the recruitment process.

**How to apply:**

- i. Apply through the online link available in the "Career" section of university official website (<https://mssu.ac.in/careers-2/>).
- ii. Don't leave any field blank in the online application form. If a field/particular is not applicable, then mention NOT APPLICABLE (NA).
- iii. Apply for each post code separately.
- iv. Online form must be filled on or before 30<sup>th</sup> April 2025, 18:15 Hours.

Sd/-  
Registrar (IC)