

Date :24/07/2025

**Advt. No. RTMSSU/2025-26 / Non-teaching / 633**

Online applications are invited for recruitment on contractual & temporary basis in Ratan Tata Maharashtra State Skills University. The date of opening of the application is **24/07/2025** and the last date of submission of the online application is up to **18:15** hours of **02/08/2025**.

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 on contractual basis for 11 months.

Sr. No	Position	No. of positions	Location
1	Senior Consultant Exam	1-UR	Mumbai
2	Assistant Account Officer	1-UR	Mumbai
3	Accounts Clerk	1-UR	Mumbai
4	Accounts Clerk	1-UR	Navi Mumbai
5	Accounts Clerk	1-UR	Pune
6	Assistant Exam	1-UR	Navi Mumbai
7	Assistant Exam	1-UR	Mumbai
8	Assistant Exam	1-UR	Pune
9	Assistant Exam	1-UR	Nagpur
10	Estate Assistant	1-UR	Pune
11	Estate Assistant	1-UR	Nagpur
12	Estate Assistant	1-UR	Navi Mumbai
13	Laboratory Assistant	1-UR	Navi Mumbai
14	Laboratory Assistant	1-UR	Thane
15	Laboratory Assistant	1-UR	Nagpur
16	Laboratory Assistant	1-UR	Pune
17	Assistant Librarian	1-UR	Thane
18	Assistant Librarian	1-UR	Navi Mumbai
19	Administrative Assistant	1-UR	Pune
20	Administrative Assistant	1-UR	Thane
21	Administrative Assistant	1-UR	Vidyavihar,
22	Administrative Assistant	1-UR	Navi Mumbai
23	Office Assistant	1-UR	Mumbai
24	Office Assistant	1-UR	Pune
25	Office Assistant	1-UR	Navi Mumbai
26	Office Assistant	1-UR	Vidyavihar

The date of opening of the application is **24/07/2025** and the last date of submission of online application is upto **18.15** Hours till **02/08/2025**.

Eligible candidates (including retired Government Employees of Government of Maharashtra) can apply for the positions in the prescribed application form, available on the Ratan Tata Maharashtra State Skills University website i.e. <https://mssu.ac.in/careers-2/> for appointment to the posts as under on contractual basis for 11 months.

Mumbai- 400 001

Date :

Registrar(I/C)

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

<b>Name of the Post</b>	Senior Consultant- Exam
<b>Location</b>	Mumbai
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Develop and implement a comprehensive strategy for the administration of exams, ensuring alignment with academic goals and regulatory requirements.</li> <li>• Lead the development of examination policies, procedures, and protocols to ensure fairness, consistency, and academic integrity.</li> <li>• Oversee the planning, scheduling, and coordination of all university examinations, including midterms, finals, entrance exams, and special assessments.</li> <li>• Ensure the timely production and distribution of exam materials, including question papers, answer sheets, and grading rubrics.</li> <li>• Manage the logistics of exam venues, including room bookings, seating arrangements, and the allocation of invigilators.</li> <li>• Oversee the implementation of online exams, ensuring security protocols such as identity verification, remote proctoring, and anti-cheating technologies.</li> <li>• Provide training and support to faculty and staff on the use of digital assessment tools and software.</li> <li>• Implement rigorous quality assurance measures to maintain the integrity of the examination system and prevent malpractice or fraud.</li> <li>• Handle student appeals and grievances related to examination processes or results, ensuring fair and transparent resolution procedures.</li> <li>• Develop and implement security measures to safeguard examination materials, including encryption of digital exams, secure storage of physical papers, and strict access controls.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Master's or Doctoral degree in Education, Administration, Technology, Engineering, Management or a related field; expertise in assessment and examination practices preferred.</li> <li>• A minimum of 10-15 years of experience in examination management, academic assessment, or university administration.</li> <li>• Strong understanding of exam systems, both traditional and digital, with a track record of managing large-scale assessments.</li> <li>• Expertise in accreditation processes and compliance requirements for university examinations.</li> <li>• Experience with digital assessment platforms, online proctoring systems, and automated grading solutions.</li> <li>• Experience in university examination management, particularly within a large academic institution or education body.</li> </ul> <p>Experience in implementing or managing digital examination platforms and remote proctoring solutions.</p>

**Assistant Accounts Officer: (01 POST)**

<b>Name of the Post</b>	Assistant Accounts Officer
<b>Location</b>	Mumbai
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Participate in quarterly and annual audits</li> <li>• Reconcile invoices and identify discrepancies</li> <li>• Create and update expense reports</li> <li>• Process reimbursement forms</li> <li>• Prepare bank deposits</li> <li>• Enter financial transactions into internal databases</li> <li>• Check spreadsheets for accuracy</li> <li>• Maintain digital and physical financial records</li> <li>• Issue invoices to customers and external partners, as needed</li> <li>• Review and file payroll documents</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Graduation in Commerce.</li> <li>• Work experience as an Accounting Assistant or Accounting Clerk for 5 years.</li> <li>• Knowledge of basic bookkeeping procedures</li> <li>• Familiarity with finance regulations</li> <li>• Good math skills and the ability to spot numerical errors</li> <li>• Hands-on experience with MS Excel and accounting software (e.g. QuickBooks)</li> <li>• Organization skills</li> <li>• Ability to handle sensitive, confidential information.</li> <li>• Minimum of 5-7 years of experience.</li> </ul>

**Accounts Clerk: ( 03-POST)**

<b>Name of the Post</b>	Accounts Clerk
<b>Location</b>	Pune, Mumbai & Navi Mumbai
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Performing basic office tasks, including answering phones, responding to emails, processing mail, filing, etc.</li> <li>• Maintaining a database, ensuring that records are complete and current.</li> <li>• Recording information, processing, and filing forms.</li> <li>• Preparing checks, deposits, budgets, and financial reports.</li> <li>• Updating ledgers, researching, and resolving discrepancies.</li> <li>• Abiding by all company procedures and accounting principles.</li> <li>• Responding appropriately to a vendor, client, and internal requests.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Graduation in Commerce.</li> <li>• Good Proficiency of Tally.</li> <li>• Comprehensive knowledge of accounting procedures and principles.</li> <li>• Ethical behavior when dealing with sensitive financial information.</li> <li>• High level of accuracy and efficiency.</li> <li>• Exceptional verbal and written communication skills.</li> <li>• Courteous, professional manner, strong customer service skills.</li> <li>• Computer literacy and strong typing skills, experience with accounting software may be required.</li> <li>• Attention to detail.</li> <li>• Willingness to comply with all company, local, state, and federal financial regulations.</li> </ul>

**Assistant Examination: (04-POST)**

<b>Name of the Post</b>	Assistant - Examination – Contractual
<b>Location</b>	Mumbai, Navi-Mumbai, Pune & Nagpur
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Assist in the development and implementation of examination schedules and timetables.</li> <li>• Coordinate with faculty members to gather examination materials, including question papers, answer sheets, and other relevant documents.</li> <li>• Ensure that examination venues are prepared and equipped with necessary resources.</li> <li>• Oversee the distribution and collection of examination materials before and after each session.</li> <li>• Collaborate with IT and technical support teams to ensure the functionality of examination related systems and equipment.</li> <li>• Manage the setup of examination rooms, including seating arrangements and logistics for special accommodations.</li> <li>• Provide assistance to students during the examination process, addressing inquiries and concerns in a professional manner.</li> <li>• Supervise and monitor students to maintain a secure and fair testing environment</li> <li>• Handle incidents of misconduct or irregularities during examinations in accordance with established policies.</li> <li>• Maintain accurate records of examination materials, attendance, and incidents.</li> <li>• Assist in the compilation and processing of examination results.</li> <li>• Generate reports and statistics related to examination activities as required.</li> <li>• Familiarize yourself with examination software and platforms used for conducting computer-based tests (CBTs).</li> <li>• Provide technical support to students and faculty members using examination-related technology.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A Bachelor's Degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) from an Indian Central/State/Deemed/ Private University.</li> <li>• Proven 3-5 years of experience in administration of examination.</li> <li>• Strong communication and interpersonal skills.</li> <li>• Highly dependable and trustworthy</li> <li>• Knowledge of softwares of LMS, reporting tools is execution.</li> <li>• Written and spoken fluency in English / Marathi.</li> </ul>

**Estate Assistant: (03-POST)**

<b>Name of the Post</b>	Estate Assistant
<b>Location</b>	Navi Mumbai, Pune & Nagpur
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Assist in the upkeep and maintenance of estate properties, buildings, and related infrastructure of university.</li> <li>• Coordinate with housekeeping, maintenance staff, and external vendors for repairs, cleaning, and facility management.</li> <li>• Monitor utility services (electricity, water, waste management) and report issues for timely resolution.</li> <li>• Maintain inventory records of equipment, tools, and maintenance supplies.</li> <li>• Help prepare and update records related to property usage, maintenance schedules, and service contracts.</li> <li>• Support compliance with health, safety, and environmental regulations.</li> <li>• Ensure proper functioning of infrastructure like lighting, air conditioning, plumbing, and security systems.</li> <li>• Assist in organizing space allocation, relocations, and repairs as per requests.</li> <li>• Report property damage or misuse to the Estate Officer/Administrator.</li> <li>• Support the estate team during audits, inspections, or emergencies.</li> <li>• 2-3 years of relevant experience in estate management, facility services, or building maintenance.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Diploma or ITI in Civil, Electrical, or Mechanical engineering or Facility Management.</li> <li>• Basic knowledge of civil, plumbing, or electrical systems.</li> <li>• Familiarity with maintenance tools and safety procedures.</li> <li>• Good communication and coordination skills.</li> <li>• Ability to maintain records and follow instructions accurately.</li> </ul>

**Laboratory Assistant: (04-POST)**

<b>Name of the Post</b>	Laboratory Assistant
<b>Location</b>	Navi Mumbai, Thane, Nagpur & Pune
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• To assist students and teachers in conducting practical and experiments.</li> <li>• To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.</li> <li>• To assist the Incharge of the Laboratory in the purchase and procurement of laboratory materials.</li> <li>• To supervise the work of laboratory attendants working under him.</li> <li>• 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>• To report breakages/losses in the laboratory, to his superiors.</li> <li>• To report to incharge of laboratory about misbehaviors inside the laboratory.</li> <li>• To ensure that all cupboards, doors, windows and gates are properly closed by the laboratory attendants.</li> <li>• 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>• Independently to conduct practicals.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Masters or bachelor's degree in Computer Science /IT/Mechanical Engineering or relevant field</li> <li>• Proficiency with standard laboratory equipment and techniques.</li> <li>• Basic knowledge of laboratory information management systems (LIMS).</li> <li>• Familiarity with MS Office Suite (Word, Excel, PowerPoint) for data entry and reporting.</li> <li>• Ability to manage multiple tasks and priorities in a dynamic environment.</li> </ul>

**Assistant Librarian (02-POST)**

<b>Name of the Post</b>	Assistant Librarian
<b>Location</b>	Thane & Navi Mumbai
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Library Accession</li> <li>• Register Creation</li> <li>• Bar Coding of books journals</li> <li>• Handling the accession for books for students and faculty</li> <li>• Online books and journals updation</li> <li>• Lesioning with books vendor</li> <li>• Collection of late fee for defaulter students.</li> <li>• Helping Students find material online.</li> <li>• Checking books in and out at the front desk.</li> <li>• Sorting and shelving books according to their categorization.</li> <li>• Register new Students and maintaining and updating Student profiles.</li> <li>• Maintaining records of books taken out and books brought back.</li> <li>• Cataloging new arrivals.</li> <li>• Assisting Students with internet access and ensuring their technical needs are met.</li> <li>• Organizing the repair of damaged books.</li> <li>• Inspecting the condition of books before and after check-out to ascertain any damage on behalf of the Students.</li> <li>• Managing inquiries over the counter and via email or telephone.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• BLib/MLib</li> <li>• Preference will be given to NET/SET Candidates</li> <li>• Experience of working at collage/University Library shall be preferred.</li> <li>• Basic computer literacy. Knowledge of Library Management software like ; KOHA, E-Granthlaya</li> <li>• Outstanding organizational skills.</li> <li>• Attention to detail and good problem-solving ability.</li> <li>• Exceptional interpersonal skills.</li> <li>• Excellent written and verbal communication.</li> <li>• Minimum of 3-5 years of experience.</li> </ul>



**Administration Assistant: (04- POST)**

<b>Name of the Post</b>	Administration Assistant
<b>Location</b>	Navi Mumbai, Thane, Pune & Vidyavihar
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Carry out standard duties assigned by the Administrative Head/ Registrar. Create written and typed reports, including memos and official letters.</li> <li>• Provide required assistance for administrative requirements of academic teams. assist in the general administration and maintenance of</li> <li>• infrastructure and estate.</li> <li>• Assist the Administrative Head in various activities about estate</li> <li>• management, liaison with various authorities (inter-department &amp; external), guest management, etc</li> <li>• The Administration Assistant shall be responsible for reporting to the Administrative Head/Registrar/Vice-Chancellor.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• A Bachelor's degree in a relevant field may be preferred</li> <li>• 3-5 years of experience working in an office setting and performing administrative work</li> <li>• Advanced knowledge of MS Word, MS Excel, etc</li> <li>• 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.</li> <li>• Candidate with experience of working in a University/ College/ Academic Institution/</li> <li>• Government of Maharashtra/ Similar Organizations shall be preferred</li> <li>• Retired Officials from the Government of Maharashtra may also be considered for engagement as per the guidelines of the General Administration Department,</li> </ul>

**Office Assistant: ( 04-POST)**

<b>Name of the Post</b>	Office Assistant
<b>Location</b>	Mumbai, Pune, Navi Mumbai, Vidyavihar
<b>Job Description</b>	<ul style="list-style-type: none"> <li>• Enrolling students for courses offered by RTMSSU.</li> <li>• Writing Dead Stock Registers</li> <li>• Document filing of office &amp; student record keeping.</li> <li>• Issue of TC/ Migration Certificates.</li> <li>• Inward &amp; Outward of all Correspondence and Invoices</li> <li>• Creating internal notes for approval.</li> <li>• Assisting in any event at location.</li> <li>• Handling Stationary.</li> <li>• Responsible of overall filing of documents, record maintenance, data management &amp; other related activities.</li> <li>• Any other work assigned from time to time by higher officials.</li> <li>• To prepare routine letter/replies for approval where noting is not required, issue reminders.</li> </ul>
<b>Qualification &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Graduate with 0-3 years of experience</li> <li>• English &amp; Marathi Typing (30 w.p.m.)</li> </ul>

### **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. Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
10. If selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
11. Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.
12. In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled / terminated.
13. Canvassing directly or indirectly, in any form will lead to disqualification.

14. 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.
15. The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

**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 02/08/2025, 18:15 Hours.

Sd/-  
Registrar (I/C)