

Date :20/07/2026

Advt.No.RTMSSU/2026-27/Non-teaching/2

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 **21/07/2026** and the last date of submission of the online application is up to **18:15** hours of **28/07/2026**.

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 Exam	1-UR	Nagpur
3	Office Assistant	1-UR	Pune
4	Academic Co-Ordinator	1-UR	Nagpur
5	Laboratory Assistant	1-UR	Nagpur

The date of opening of the application is **21/07/2026** and the last date of submission of online application is upto **18.15** Hours till **28/07/2026**.

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

Senior Consultant- Exam: (01 POST)

Name of the Post	Senior Consultant- Exam
Location	Mumbai
Job Description	• Develop and implement a comprehensive strategy for the administration of exams, ensuring alignment with academic goals and regulatory requirements. • Lead the development of examination policies, procedures, and protocols to ensure fairness, consistency, and academic integrity. • Oversee the planning, scheduling, and coordination of all university examinations, including midterms, finals, entrance exams, and special assessments. • Ensure the timely production and distribution of exam materials, including question papers, answer sheets, and grading rubrics. • Manage the logistics of exam venues, including room bookings, seating arrangements, and the allocation of invigilators. • Oversee the implementation of online exams, ensuring security protocols such as identity verification, remote proctoring, and anti-cheating technologies. • Provide training and support to faculty and staff on the use of digital assessment tools and software. • Implement rigorous quality assurance measures to maintain the integrity of the examination system and prevent malpractice or fraud. • Handle student appeals and grievances related to examination processes or results, ensuring fair and transparent resolution procedures. • Develop and implement security measures to safeguard examination materials, including encryption of digital exams, secure storage of physical papers, and strict access controls.
Qualification & Experience	• Master's or Doctoral degree in Education, Administration, Technology, Engineering, Management or a related field; expertise in assessment and examination practices preferred. • A minimum of 10-15 years of experience in examination management, academic assessment, or university administration. • Strong understanding of exam systems, both traditional and digital, with a track record of managing large-scale assessments. • Expertise in accreditation processes and compliance requirements for university examinations. • Experience with digital assessment platforms, online proctoring systems, and automated grading solutions. • Experience in university examination management, particularly within a large academic institution or education body. Experience in implementing or managing digital examination platforms and remote proctoring solutions.

Assistant Examination: (01-POST)

Name of the Post	Assistant - Examination – Contractual
Location	Nagpur
Job Description	• Assist in the development and implementation of examination schedules and timetables. • Coordinate with faculty members to gather examination materials, including question papers, answer sheets, and other relevant documents. • Ensure that examination venues are prepared and equipped with necessary resources. • Oversee the distribution and collection of examination materials before and after each session. • Collaborate with IT and technical support teams to ensure the functionality of examination related systems and equipment. • Manage the setup of examination rooms, including seating arrangements and logistics for special accommodations. • Provide assistance to students during the examination process, addressing inquiries and concerns in a professional manner. • Supervise and monitor students to maintain a secure and fair testing environment • Handle incidents of misconduct or irregularities during examinations in accordance with established policies. • Maintain accurate records of examination materials, attendance, and incidents. • Assist in the compilation and processing of examination results. • Generate reports and statistics related to examination activities as required. • Familiarize yourself with examination software and platforms used for conducting computer-based tests (CBTs). • Provide technical support to students and faculty members using examination-related technology.
Qualification & Experience	• 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. • Proven 3-5 years of experience in administration of examination. • Strong communication and interpersonal skills. • Highly dependable and trustworthy • Knowledge of softwares of LMS, reporting tools is execution. • Written and spoken fluency in English / Marathi.

Office Assistant: (01-POST)

Name of the Post	Office Assistant
Location	Pune
Job Description	• Enrolling students for courses offered by RTMSSU. • Writing Dead Stock Registers • Document filing of office & student record keeping. • Issue of TC/ Migration Certificates. • Inward & Outward of all Correspondence and Invoices • Creating internal notes for approval. • Assisting in any event at location. • Handling Stationary. • Responsible of overall filing of documents, record maintenance, data management & other related activities. • Any other work assigned from time to time by higher officials. • To prepare routine letter/replies for approval where noting is not required, issue reminders.
Qualification & Experience	• Graduate with 0-3 years of experience • English & Marathi Typing (30 w.p.m.)

Academic Co-Ordinator: (01-POST)

Name of the Post	Academic Co-Ordinator
Location	Nagpur
Job Description	• Coordinate the planning, implementation, and monitoring of academic programmes in accordance with University regulations. • Prepare academic timetables, course allocation, and faculty workload in consultation with the Head of the Department. • Conduct practical sessions, laboratory classes, workshops, and skill-based training as assigned. • Develop practical manuals, laboratory exercises, assignments, and assessment tools aligned with the curriculum. • Maintain laboratory records, practical attendance, assessment records, and student performance reports. • Ensure the effective utilization and maintenance of laboratories, equipment, software, and instructional resources. • Monitor the delivery of theory and practical courses to ensure academic quality and compliance with University norms. • Coordinate examinations, internal assessments, practical examinations, project evaluations, and result-related activities. • Guide students in projects, internships, industrial training, and skill development activities. • Coordinate with faculty, industry experts, and external agencies for workshops, guest lectures, and academic events. • Maintain academic records, accreditation documentation, and statutory compliance requirements. • Prepare academic reports, presentations, and documentation required by the University. • Perform any other academic or administrative duties assigned by the Competent Authority.
Qualification & Experience	• Bachelor's Degree and Master's Degree in the relevant discipline with at least 55% marks (or equivalent grade) from a recognized University. • Minimum 2–5 years of teaching and/or academic coordination experience in a recognized University, Higher Educational Institution, or Skill Development Institution. • Experience in conducting practical sessions, laboratories, workshops, or skill-based training is essential.

Laboratory Assistant: (01-POST)

Name of the Post	Laboratory Assistant
Location	Nagpur
Job Description	• To assist students and teachers in conducting practical and experiments. • To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials. • To assist the Incharge of the Laboratory in the purchase and procurement of laboratory materials. • To supervise the work of laboratory attendants working under him. • To assist the Faculty Incharge of L in routine administrative matters and to ensure that the laboratory facilities are not misused by any person. • To report breakages/losses in the laboratory, to his superiors. • To report to incharge of laboratory about misbehaviors inside the laboratory. • To ensure that all cupboards, doors, windows and gats are properly closed by the laboratory attendants. • To attend to such other duties as may be specially brought to his notice, with the approval of the Head of the Department. • Independently to conduct practicals.
Qualification & Experience	• Masters or bachelor's degree in Computer Science /IT/Mechanical Engineering or relevant field • Proficiency with standard laboratory equipment and techniques. • Basic knowledge of laboratory information management systems (LIMS). • Familiarity with MS Office Suite (Word, Excel, PowerPoint) for data entry and reporting. • Ability to manage multiple tasks and priorities in a dynamic environment.

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 28/07/2026, 18:15 Hours.

Sd/-
Registrar