

Date :05.08.2026

Advt.No.RTMSSU/2026-27/Non-teaching/3

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 **05/08/2026** and the last date of submission of the online application is up to **18:15** hours of **12/08/2026**.

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	Consultant- LMS	1-UR	Pune
2	Junior Consultant Technology	1-UR	Pune
3	Junior Consultant Placement	2-UR	Mumbai/Pune
4	Junior Consultant Academics	2-UR	Mumbai/Pune
5	Cashier	1-UR	Mumbai Head Office

The date of opening of the application is **05/08/2026** and the last date of submission of online application is upto **18.15** Hours till **12/08/2026**.

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

Consultant- Learning Management System

Name of the Post	Consultant- Learning Management System
Location	Pune
Job Description	• Lead the implementation and integration of the Learning Management System, ensuring alignment with the university's academic goals and technology infrastructure. • Oversee the configuration, maintenance, and updates of the LMS, ensuring optimal performance and security. • Collaborate with IT and other stakeholders to troubleshoot technical issues and enhance system functionality. • Provide ongoing support and consultation to faculty in developing online and blended courses, utilizing the LMS to enhance teaching and learning experiences. • Develop user guides, tutorials, and other resources to assist users in navigating and utilizing the LMS effectively. • Conduct regular evaluations of course content and LMS features to identify areas for enhancement and innovation. • Assist in the development of multimedia content and interactive resources to enrich the learning experience. • Generate reports on LMS effectiveness, user satisfaction, and engagement levels to guide future enhancements and initiatives. • Collaborate with academic departments to assess the impact of the LMS on student learning outcomes and course completion rates. • Develop and implement policies and procedures related to LMS usage, course design, and online education. • Advocate for the integration of innovative teaching practices and pedagogical approaches within the LMS environment.
Qualification & Experience	• Master's degree in Education, Instructional Design, Educational Technology, or a related field. • Minimum of 5 years of experience in managing or supporting Learning Management Systems, preferably in a higher education setting. • Strong understanding of online teaching and learning methodologies, instructional design principles, and best practices in digital education. • Knowledge of accessibility standards and practices in online education.

Junior Consultant – Academics, Placement, Technology (5 POST)

Name of the Post	Junior Consultant – Academics, Placement, Technology
Location	Mumbai/Pune
Job Description	• Assist in the development and implementation of academic programs and initiatives that align with the university's strategic goals. • Collaborate with faculty to gather feedback on curriculum effectiveness and recommend improvements based on student needs and industry trends. • Participate in academic advising activities, providing support to students in course selection and academic planning. • Support the Career Services department in organizing placement-related activities, including job fairs, employer outreach, and networking events. • Assist in the development of resources and tools to help students prepare for internships and job placements, such as resume writing workshops and interview preparation sessions. • Assist in the evaluation and selection of educational technology tools and platforms that support academic programs and student engagement. • Provide training and support for faculty and staff in the effective use of technology in the classroom and online learning environments. • Conduct data analysis and research to support decision-making processes and evaluate program effectiveness. • Communicate effectively with stakeholders about academic programs, placement services, and technology initiatives. • Attend meetings, workshops, and training sessions to stay informed about developments in academics, placement, and technology.
Qualification & Experience	• Bachelor's degree in Education, Business Administration, Computer Technology/Information Technology or a related field. • Minimum of 1-2 years of experience in an academic or educational setting, Placement, Training & Placement, Career Services and Technology • Knowledge of placement processes, campus recruitment, and industry engagement. • Experience in a University, Higher Educational Institution, or Skill Development organization will be preferred.

Cashier-(1Post)

Name of the Post	Cashier
Location	Mumbai, Head Office
Job Description	• Enter purchase details into the cash register/POS system and accurately calculate the total bill amount. • Accept payments through cash, cheques, debit/credit cards, UPI, or other approved payment methods in accordance with established procedures. • Count cash accurately, return the correct balance, and issue receipts for all transactions. • Apply eligible discounts and verify customer identification or supporting documents for discounts, refunds, or other applicable transactions, as required. • Maintain an adequate balance of cash and change in the cash drawer throughout the working day. • Reconcile the cash drawer and daily receipts at the end of each shift, and promptly report and document any discrepancies. • Assist customers by providing information and helping them locate specific products or services. • Ensure the cash counter and surrounding work area are clean, organized, and adequately stocked with the required supplies. • Assist with general store operations, including shelf stocking, merchandise arrangement, inventory organization, and housekeeping activities as required. • Handle banking transactions, including cash deposits, withdrawals, and the preparation of daily bank deposits, while maintaining accurate financial records.
Qualification & Experience	• Bachelor's Degree in Commerce (B.Com.) from a recognized university. A Master's degree in Commerce (M.Com.) is desirable. • Minimum 2–3 years of relevant experience in cash handling, fee collection, billing, banking, and financial record maintenance, preferably in a university, educational institution, or government/semi-government organization. • Proficiency in MS Office, particularly Excel, and familiarity with accounting software/ERP systems and online payment gateways.

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 12/08/2026, 18:15 Hours.

Sd/-
Registrar