

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

(An Institution Exclusively for Women's Education)

Estd: 1896 / Founder: Bharatratna Maharshi Dhondo Keshav Karve

Registered under Societies Act, 1860 and Bombay Public Trust Act, 1950



POST NO .1. MATRON (5)

शैक्षणिक पात्रता - कोणत्याही शाखेची पदवीधर एम एस डब्ल्यु कोर्से पूर्ण असल्यास प्राधान्य
अनुभव - या क्षेत्रातील दोन वर्ष असल्यास प्राधान्य .

कामाचे स्वरूप :

- १) वसतिगृहातील निवासी विद्यार्थिनीचे दैनंदिन हजेरी , नाईट आउट ,लेट इ बाबत नोंदी ठेवणे .
- २) वसतिगृहातील स्वच्छता ,पाणी पुरवठा ,लाईट , इत्यादी सर्व व्यवस्थांवर देखरेख व नियंत्रण ठेवणे .
- ३) वसतिगृहातील निवासी विद्यार्थिनी यांना येणाऱ्या सर्व समस्यांचे निरंकारां करणे
- ४) वसतिगृहातील मेस, भोजन व्यवस्था इत्यादीवर देखरेख व नियंत्रण ठेवणे
- ५) निवासी विद्यार्थिनीच्या पालकांशी सुसंवाद साधणे .
- ६) वरील सर्व बाबत वरिष्ठांना वेळोवेळी रिपोर्ट देणे व त्याच्या सूचनेनुसार इतर सर्व कामे करणे.



“शीलं परं भूषणम्”

स्थापना-१८९६

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POST NO. 2. ESTIMATE ENGINEER- (1)

Qualification – B.E. Civil/D.C.E/Interior Designer

(Knowledge of Auto CAD, MS office is must)

Experience: 10+ years. (Institutional experience and Govt. work preferred).

- 1) Taking measurements, Preparing Estimates, BOQ, of Major and Minor Civil and Interior works for budgets.
- 2) Proposing 4 to 5 works with detail estimate every month in meeting for approval and monitoring that works are getting executed as per budget.
- 3) For any Non-Budget work, he /she should prepare document mentioning the reason for priority of work and keep it for record.
- 4) Obtaining required documents, quotations for Estimates.
- 5) Inviting quotations from various contractors, vendors, suppliers, Preparing comparative statement, Work order, P.O
- 6) Verifying the estimates prepared by Satara ,Wai, Nagpur region, and taking approval for the same.
- 7) Bill checking.
- 8) Preparing small scale drawings as per requirement.
- 9) Filing all the required documents
- 10) Other work responsibilities as instructed.

Note:

- Should handle the work Independently.
- Will be responsible to start the works on time.

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Post No. 3 – Electrical Engineer- (1)

Min. Qualification – B. E. Electrical with updated computer knowledge with Auto CAD,Bill checking ,estimation etc.

Experience – Min 5 years

Job Description – Electrical Engineer

1. Ensure that all electrical work of Vaastu Vyavastha and Construction Department complies with statutory as well as safety requirements.
2. Review and check all assigned project electrical installation drawings for compliance with all project instructions (One-line diagrams, electrical equipment location drawings, plan drawings, details, schematics, wiring diagrams, etc.) for installation requirements.
3. Liaising with Electrical Engineering Consultants on project design and management work associated with Expansion Projects
4. Perform system calculations and studies for electrical power systems – load flow, voltage drop, motor starting, short circuit studies, and relay coordination studies.
5. Ensure that new techniques and innovative ideas are investigated and assist Construction Department in providing a comprehensive maintenance service
6. Assist in providing of specifications and drawings associated with Minor New Works or Capital Projects, as and when necessary.
7. Ensure full compliance with Safety and technical standards and relevant legislation with respect to the Samstha's electrical installations.
8. Assist in the development of project schedules and manpower requirements.
9. Assist in developing technical bid tabulation to support the selection of major electrical equipment.
10. Provide interpretation and guidance to senior staff for the procurement of replacement equipment.
11. Assist in preventative Maintenance system and ensuring an effective process is in place, together with an effective "day to day" reactive breakdown response service,ensuring a safe and efficient service to users.

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12. Assist Construction Department in undertaking regular Electrical Safety audits and reviews to ensure high standards of Safety compliance are maintained by staff and Contractors at all times.
13. Liaising with MSEB as per requirement.
14. Ensure smooth working of Generator sets and assist Vaastu Vyavastha in its routine preventive maintenance.
15. Carry out regular site visits to ensure the progress of work is as per plan.



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Post 4 – Mess and Canteen Manager- (1)

Qualification – Degree / Diploma in Hotel Management & Catering Technology from Recognized Institute

Experience – 10 years in related field.

1. Manage the food and beverage provision for functions and events of Samstha
2. Supervise catering and waiting staff at functions.
3. Plan menus in consultation with Head Cook.
4. Train permanent and casual staff to achieve best catering services.
5. Organise, lead and motivate the catering team.
6. Manage staff shifts to ensure smooth services.
7. Ensure health and safety regulations are strictly observed.
8. Budget and establish financial targets and forecasts.
9. Monitor the quality of the product and service provided by canteen and mess.
10. Keep financial and administrative records of Mess and Canteen.
11. Manage the payroll of employees working in Mess and Canteen.
12. Maintain stock levels and order new supplies as required.
13. Interact with customers / students for continuous improvement in catering services of Mess and Canteen.
14. Liaise with students, suppliers, and clients
15. Negotiate contracts with customers assess their requirements and ensure they're satisfied with the service delivered
16. Ensure compliance with all fire, licensing, and employment regulations
17. Maximise sales and meet profit and financial expectations.
18. Create proper feedback system from user students and take actions accordingly for improvements.

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Post 5- प्रकल्प समन्वयक – (Project Co-ordinator) (1)

शैक्षणिक पात्रता - उमेदवार पोस्ट ग्रॅज्युएट असावा.

अनुभव - या क्षेत्रातील पाच वर्ष असल्यास प्राधान्य .

कामाचे स्वरूप :

1. अकौंट्स, बजेट , वित्त इ.मधील कामकाजाचा अनुभव असावा .
2. अॅकेडमिक्स, तसेच शासकीय तंत्र शिक्षण मंडळाचा प्रवेश ते परीक्षा, इन्स्पेक्शन इ. प्रक्रियाची माहिती शासकिय कोर्सेसमधील आनलाईन पध्दती व त्यातील अनुभव असावा
3. शासकीय योजनांची माहिती असावी
4. शासकीय अभ्यासक्रमाचे प्रस्ताव देणे , मंजूर करून आणणे इ.ची माहिती असावी .
5. कार्यालयीन व्यवस्थापनाची माहिती असावी
6. मार्केटिंगचे जाहीरातीची विविध माध्यमांची माहिती उपयोजन करता येणे आवश्यक
7. सी.एस.आर. मधील वस्तीपातळीवरील कोर्सेस सुरू करून ते योग्य प्रकारे घेण्याची तत्पता असावी .
8. इन्स्टिट्यूटमधील वेगवेगळे कार्यक्रम, फॅशन शो, उत्सव ,इ. सादर करण्याविषयीची सर्व कामे करता येणे आवश्यक आहे
9. व्होकेशनल कोर्सेस च्या कॉलेज मध्ये काम करण्याचा अनुभव असावा

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Post 6 –Assistant Internal Auditor (3)

Qualification – M.Com with Audit Experience/CA -Inter

Experience – Minimum 3 to 5 experience in relevant field.

Job Description

1. Assist in developing internal audit scope and audit plans.
2. Acquire, analyze and evaluate accounting documentation.
3. Assist Internal Auditor in preparing and presenting reports that reflect audit results and document process.
4. Identify loopholes and share risk aversion methods and cost savings.
5. Maintain open communication with Unit Heads and higher authorities.
6. Assist in Document process and preparing audit findings Reports.
7. Conduct follow up audits.
8. Identify and assess areas of significant operational risk.
9. Implement best audit practices in line with applicable internal audit statements.
10. Manage audit assignments.
11. Identify and reduce financial risks through effective implementation and monitoring of controls.
12. Assist in developing, implementing, and maintaining internal audit policies and procedures in accordance with best practice.
13. Assist in Compilation and implementation of the annual Internal Audit plan.

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Post 7 –Receptionist cum Telephone Operator -(1)

Qualification – a) Graduate from any stream.

b) Good knowledge in English, Hindi and Marathi.

c) Ability to interact effectively with Officials at all levels.

Experience – **Minimum 2 years of experience is required.**

Job Description

1. Answering all calls and transferring them to relevant departments.
2. Receive and welcome all guests/visitors and direct them to the concerned departments.
3. Make record of daily inward and outward of letters.
4. Be able to handle administrative work.
5. Computer literacy is essential.
6. Coordination with the Administrative office for various activities as per need.
7. Any other activity as and when instructed by superiors.

