

**Maharshi Karve Stree Shikshan Samstha**

**Karvenagar, Pune-411052.**

**TEL. - 020-25313000/25313200.**

**Post No. 1 – Head Internal Auditor (1 post)**

**Qualification – CA Final**

**Experience – Minimum 10 years in the relevant field preferably in educational institute.**

**Job Description:**

1. Develop internal audit scope and audit plans.
2. Acquire, analyse and evaluate accounting documentation.
3. Prepare and present reports that reflect audit results and document process.
4. Act as an objective source of independent advice to ensure validity, legality and goal achievement.
5. Identify loopholes and share risk aversion methods and cost savings.
6. Maintain open communication with Unit Heads and higher authorities.
7. Document process and prepare audit findings Reports.
8. Conduct follow up audits.
9. Identify and assess areas of significant operational risk.
10. Implement best audit practices in line with applicable internal audit statements.
11. Manage resources and audit assignments.
12. Identify and reduce financial risks through effective implementation and monitoring of controls.
13. Develop, implement and maintain internal audit policies and procedures in accordance with best practice.
14. Compile and implement the annual Internal Audit plan.
15. Conduct ad hoc investigations into identified or reported risks.
16. Oversee risk-based audits covering operational and financial processes.
17. Ensure complete, accurate and timely audit information is reported to Management & Finance Committee.
18. Assisting Accounts Team & Statutory Auditors during process of Statutory Audit and Finalization of Accounts as per need.
19. Address queries and complaints on audit related activities in timely manner.
20. Perform audit activities of all units of Samstha (Local & Outstation) in accordance with Samstha's policies and procedures.

## **Post No 2 : Purchase Manager**

**Qualification :** Any Post Graduate. Additional qualification related to purchase and / or Post Graduate course in related field will be preferred. Must be proficient in use of computer

**Experience :** Minimum 15-18 years' experience in purchase field.

### **Job Description**

1. Developing and executing purchasing strategies to ensure the acquisition of necessary goods and services at the right quality, quantity, and price.
2. Negotiating deals and managing vendor relationships to secure favorable terms and conditions.
3. Ensure suppliers comply with internal quality standards and external laws
4. Conduct assessments to identify new and reliable suppliers/vendors
5. Build and maintain positive trust relationships with key suppliers and vendors
6. Develop and implement best practices, procedures, and policies for procurement
7. Expedite purchase orders and ensure suppliers deliver requested items within set time constraint.
8. Research and evaluate potential vendors and suppliers
9. Request quotes and compare prices for maximum Returns on Investments
10. Organize and update database of suppliers, delivery times, invoices, and quantity of supplies
11. Prepare and update internal databases containing order details (e.g. vendors, quantities, prices) and maintain updated records of purchased products, delivery information and invoices
12. Prepare reports on purchases, including cost analysis
13. Organize Centralized Purchase Committee meetings as per schedule and ensure purchases are properly approved in concerned Local Management Committee meetings
14. Coordinate with unit heads and fulfill their purchase requirements as per MKSSS policy
15. Provide a strategic, efficient and flexible procurement service which will deliver optimum value for money, cost savings and best quality of service
16. Assist in the development of internal procedures and documentation in relation to procurement

17. Demonstrate professionalism towards sensitive and confidential information.
18. Establish bid standards and prepare procurement documents to publish the bids and contracts for the purchase of materials and services.
19. Ensure suppliers deliver materials and services in accordance with standards of price, time, quantity and quality agreed upon.
20. Assure all invoices are audited for compliance with contract terms and conditions, tax etc.

### **Post No.3 : IT Manager**

**Qualification:** Degree in Engineering and System administration and IT certifications in Linux, Microsoft, or other network related fields.

#### **Desired professional Qualification –**

1. Working knowledge of virtualization, VMWare, or equivalent
2. Strong knowledge of systems and networking software, hardware, and network implementation
3. Experience with scripting and automation tools
4. A proven track record of developing and implementing IT strategy and plans
5. Strong knowledge of implementing and effectively developing helpdesk and IT operations best practices, including expert knowledge of security, storage, data protection, and disaster recovery protocols

**Experience :** – Min. 15 years in field of data base, network administration or System administration.

#### **Detailed Job Description**

1. Responsible for the maintenance, configuration, and reliable operation of Computer Network systems, network servers, and virtualization in various units of Samstha
2. Install and upgrade computer & network devices and software, manage virtual servers, and integrate automation processes
3. Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
4. Provide documentation and technical specifications to higher authorities for planning and implementing new or upgrades of IT infrastructure

5. Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
6. Lead desktop and helpdesk support efforts, making sure all desktop applications, workstations, and related equipment problems are resolved in a timely manner.
7. Responsible for capacity, storage planning, and database performance
8. Any other job as instructed by superiors.

#### **Post No 4 : Junior Clerk-Admin**

**Qualification : Graduate from Any stream.**

**Experience : Minimum 2 to 3 years of experience in relevant field.**

#### **Post No. 5 : Matron - (Female Residential and Non- Residential )**

**शैक्षणिक पात्रता-कोणत्याही शाखेची पदवीधर एम एस डब्ल्यू कोर्स पूर्ण असल्यास प्राधान्य**

**अनुभव - या क्षेत्रातील दोन वर्षे असल्यास प्राधान्य**

**कामाचे स्वरूप :**

१ वसतिगृहातील निवासी विद्यार्थिनिंचे दैनंदिन हजेरी, नाईट आऊट, लेट इ. बाबत नोंदी ठेवणे

२ वसतिगृहातील स्वच्छता, पाणी पुरवठा, लाईट, इत्यादी सर्व व्यवस्थांवर देखरेख व नियंत्रण ठेवणे

३ वसतिगृहातील निवासी विद्यार्थीनिंना येणं-या सर्व समस्यांचे निराकरण करणे

४ वसतिगृहातील मेस, भोजन व्यवस्था इत्यादींवर देखरेख व नियंत्रण ठेवणे.

५ निवासी विद्यार्थिनिंच्या पालकांशी सुसंवाद साधणे.

६ वरील सर्व बाबत वरिष्ठांना वेळोवेळी रिपोर्ट देणे व त्यांच्या सूचनेनुसार इतर सर्व कामे करणे.

## **Post No . 6 Jr. Electrical Engineer**

**Min. Qualification – D.E.E./ B. E.**

**Experience – 8 to 10 years in Maintenance of Electrical installations, execution, estimation, and bill checking.**

**Age Criteria- Maximum age limit for this post is 35 years.**

**Job Description – Electrical Engineer.**

1. To assist seniors in designing, planning, and overseeing maintenance activities, major projects and other samstha-related works.
2. Ensure that all electrical work of Vaastu Vyavastha and the Construction Department complies with statutory as well as safety requirements.
3. Review and check all assigned project electrical installation drawings for compliance with all project instructions (Single-line diagrams, electrical equipment location drawings, plan drawings, details, schematics, wiring diagrams, etc.) for installation requirements.
4. Liaising with MSEDCL ,
5. Coordinating with Electrical Consultants , suppliers , Contractors on project design
6. Perform system calculations and studies for electrical power systems – load flow, voltage drop, motor starting, short circuit studies, and relay coordination studies.
7. Ensure that new techniques and innovative ideas are investigated and assist Construction Department in providing a comprehensive maintenance service
8. Conducting site visits and surveys in and around Pune , outside Pune to collect the data as per work requirements.
9. Preparing cost estimation, Bill of Quantity and material requirements reports for specific projects.
10. Checking of Vendor, Contractor, labours Bill and Certifying the same .
11. Coordination with architects, contractors, suppliers and other professionals to meet the project outcomes.
12. Participating in project meetings and providing required technical support.
13. Inviting quotations , preparing Comparative statement and Work orders
14. Preparing work pass of labors , Coordinating with Labors and giving them proper technical instructions to carryout the work .
15. Monitoring work progress, quality and compliance with building codes and regulations.
16. Able to work on M.S. Excel and M.S. word.

17. Filing and Maintaining Documents
18. Able to work on M.S. Excel and M.S. word.
19. 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.
20. Assist in undertaking regular Electrical Safety audits and reviews to ensure high standards of Safety compliance are maintained by staff and Contractors at all times.
21. Ensure smooth working of Generator sets and assist Vaastu Vyavastha in its routine preventive maintenance.
22. Carry out regular site visits in and around Pune and Outside Pune ,to ensure the progress of work .
23. Preparing monthly Unit wise Electricity bills.
24. Attending daily maintenance Complaints received from Various branches and solving them asap.
25. Looking after maintenance of Passenger Lifts , Telephone intercom systems , Air Conditioning Units , Solar water heating System, water pumps , CCTV .

### **Post No. 7 Security Officer**

**Qualification : Ex-army man.**

**Experience : 15 to 20 years.**

### **Job Description of the post of Security Supervisor**

1. Handling of all Security Systems as per requirements of Samstha's all branches.
2. Daily routine checkup of all Security guards with their timings at all suggested spot by Samstha.
3. Train to security personnel about Security procedures.
4. Evaluate, assess, and analyse performance of security personnel.
5. Initiate disciplinary measures wherever necessary.
6. Provide security to office staff, buildings, and properties as per instructions.
7. Keep the premises free from all kinds of dangers.
8. Screen visitors before allowing them to enter the premises.
9. Maintain all security devices and products in good working condition.
10. Develop and implement preventative measures against accidents, thefts, and other risks.
11. Ensure compliance of applicable policies and regulations while implementing security measures.
12. To work with confidential and classified information.
13. Conduct regular walk-throughs and security inspections for assigned facilities.

14. Communicate to management personnel regarding issues and or situations occurring within the facility, via both written and verbal communication methods.
15. Assist students, faculty, and visitors as per their need.
16. Respond to medical emergencies to provide first aid, CPR or a support as needed until medical personnel arrive.
17. Monitor surveillance cameras and verify visitors / Employees Identification Cards
18. To keep liaison within Samstha's Units Head, Security Agencies & with Police Stations for any type of incidence as per requirement with consent of the Samstha's Head.
19. To look after Parking System of the Samstha/its Unit with the help of Parking & Security Guards
20. To see the discipline & Security of residential students, day students & Visitors with the help of Security Guards & Head/In charge of the branches with consent of Samstha's Head
21. To monitor Security Guard's attendance & Bill checking.
22. To perform any other duty as per seniors instructions.
23. Monitor Fire Hydrant systems , Fire Extinguishers as and when necessary.
24. To take necessary action in disaster situation.
25. Maintaining and Filing the documents.
26. Maintaining all Emergency services Numbers
27. Ready to travel in and around Pune and outside Pune for samstha related work.
28. Ready to work in shifts.