

Maharashtra Education Society, Pune

Instructions for submitting the application:

1. Application for the post along with your CV is to be forwarded only on jobs@mespune.in , email id.
2. Last date of receipt of applications is 19-08-2023. Applications received after the last date of application shall not be eligible for consideration.
3. Do not attach any other document with the application email, otherwise than your CV
4. Applications of eligible candidates only, with full details and complete in all respects will be considered for shortlisting.
5. Only shortlisted candidates from eligible ones will be called for interview.
6. Intimation for the interview and its venue will be sent on mobile via sms and candidate's email id.
7. Candidates shortlisted for the interview shall appear for interview at their own cost. No TA / DA will be paid by the Organization for attending the interview.
8. Candidates called for the interview should carry their CV along with all relevant documents with them.
9. Canvassing is strictly prohibited.
10. The management hereby reserves its right to reject any of the applications or summarily reject all the applications received in response to this advertisement.
11. Salary commensurate with the experience.

Chief Executive Officer,
Maharashtra Education Society, Pune

Details of the Post/s (Refer to Advertisement dated 08-08-2023) :

Post - Office Administrator – For English Medium School - (1 Post)

Name of the post	Age, Qualifications & Experience	Required Skill set	Responsibilities
Office Administrator	<p>Age - 35 to 45</p> <p>Desirable Qualification:</p> <p>A postgraduate of any discipline</p> <p>Experience: Should possess minimum 5 years of experience as Office Administrator of an unaided English Medium School up to Senior Secondary level.</p> <p>Preference: Candidate from Defense Back Ground preferable.</p>	<p>(1) Demonstrated insight as Office Administrator</p> <p>(2) Fluent in English,</p> <p>(3) Must have capacity to handle multiple tasks</p> <p>(4) Information on managerial cycles of Schools</p> <p>(5) Magnificent relational abilities</p> <p>(6) Strong problem – solving and analytical abilities</p> <p>(7) Practical insight and dynamic inclination.</p> <p>(8) Must be detail oriented while keeping an eye on the big picture</p> <p>(9) Remaining calm under pressure</p> <p>(10) Should be able to handling various systems like water, electricity,</p> <p>(11) Security services, CCTV surveillance, ground maintenance</p> <p>(12) Advisory role in all respects</p>	<p>(1) Handle planning, record keeping and announcing</p> <p>(2) Adhering to school related laws and guidelines</p> <p>(3) Create and run instructive projects</p> <p>(4) Job functions on computers using online word document, spreadsheets and other automated tools</p> <p>(5) Creating and submitting proposals, financial reports and other papers in draft form</p> <p>(6) Resolve clashes and different issues</p> <p>(7) Speak with guardians, administrative bodies and the general population</p> <p>(8) Carry out activities relating to the school, implementation of rules, comply with changes etc.</p> <p>(9) Assist in conducting recruitment process for teaching staff.</p> <p>(10) Providing all types of help & support to Head Mistress of the School.</p> <p>(11) Coordinating with counterparts on the campus</p> <p>(12) Coordinating with Head Office</p> <p>(13) To take care of School campus</p> <p>(14) Liaison with Government & Statutory bodies as per requirement</p> <p>(15) Any other responsibility given by the</p>

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Post - Office Superintendent - for MES Senior College - (1 Post)

Name of the post	Age, Qualifications & Experience	Required Skill set	Responsibilities
Office Superintendent	<p>Age - 35 to 40</p> <p>Qualifications: Graduate of any discipline possessing Post Graduate degree.</p> <p>Candidate possessing Post Graduate degree in Commerce will be added advantage</p> <p>Experience: Should possess minimum 5 years of experience as Office Superintendent in college</p> <p align="center">Or</p> <p>Head Clerk with 8 years of experience in college</p>	<p>(1) Technology savvy. With use of Marathi language too.</p> <p>(2) Must have capacity to handle multiple tasks</p> <p>(3) Marathi and English drafting skill</p> <p>(4) Magnificent relational abilities</p> <p>(5) Strong problem – solving and analytical abilities</p> <p>(6) Practical insight and dynamic inclination.</p> <p>(7) Detail knowledge of office routine, processes and work relating to University, State level and Central level authorities</p> <p>(8) Remaining calm under pressure</p> <p>(9) Should be able to handle various facilities like water, electricity,</p> <p>(10) Security services, CCTV surveillance, ground maintenance</p> <p>(11) Advisory role in all office matters</p>	<p>(1) Managing and leading office routine</p> <p>(2) Leading and Monitoring Record keeping</p> <p>(3) Adhering to college related laws and guidelines</p> <p>(4) Using word document, spreadsheets and other automated tools</p> <p>(5) Creating and submitting proposals, financial reports and other papers.</p> <p>(6) Speak with guardians, administrative bodies and the general population</p> <p>(7) Help shape and maintain the vision of the college.</p> <p>(8) Execution of college plans</p> <p>(9) Reporting to Principal and Liaison with Head Office</p> <p>(10) Any other responsibility given by the management from time to time.</p> <p>(11) Liaison with Government & Statutory bodies as per requirement</p>

Post - Junior Clerk - for MES Senior College (2 Posts)

Name of the post	Age, Qualifications & Experience	Required Skill set	Responsibilities
Junior Clerk	<p>Age – 26 to 40</p> <p>Qualifications: Graduate of any discipline</p> <p>Possessing Post Graduate degree in Commerce will be added advantage</p> <p>Experience: Should possess minimum 2 years of experience as Junior Clerk in college</p>	<p>(1) Technology savvy. With expertise in using Marathi language through Shri Lipi, Google Tool and other DTP tools. Proficiency in working on MS Office</p> <p>(2) Marathi and English Drafting skill needed</p> <p>(3) Must have capacity to handle multiple tasks</p> <p>(4) Relational and communicative abilities</p> <p>(5) Problem – Solving and Analytical Abilities</p> <p>(6) Practical insight.</p> <p>(7) Detail knowledge of office routines and processes.</p> <p>(8) Experience of University matters, Examination work, CAP work, Government Scholarships and Freeships</p>	<p>(1) Managing office routine</p> <p>(2) Assist in Record keeping</p> <p>(3) Adhering to important due dates</p> <p>(4) Using word document, spreadsheets and other automated tools</p> <p>(5) Assisting in creating and submitting proposals, financial reports and other papers.</p> <p>(6) Handling correspondence under supervision of OS</p> <p>(7) Reporting to Office Superintendent and Principal and Liaison with students and relevant authorities and students.</p> <p>(8) Any other responsibility given by the management from time to time.</p>

Post - Laboratory Assistant - for MES Senior College - (2 Posts)

Name of the post	Age, Qualifications & Experience	Required Skill set	Responsibilities
Laboratory Assistant	<p>Age – 26 to 40</p> <p>Qualifications: Graduate in Computer / IT</p> <p>Experienced candidate will be given preference</p>	<p>(1) Must have capacity to handle multiple tasks</p> <p>(2) Relational and communicative abilities</p> <p>(3) Problem – Solving and Analytical Abilities</p> <p>(4) Practical insight.</p> <p>(5) Detail knowledge of Laboratory routines and processes.</p> <p>(6) Seasoned with Laboratory Practical's</p>	<p>(1) Managing Laboratory routine</p> <p>(2) Laboratory record keeping</p> <p>(3) Using word document, spreadsheets and other automated tools</p> <p>(4) To assist Head of the Department and the faculties and maintain the efficiency of the Laboratory</p> <p>(5) To perform any work allotted by the superior</p> <p>(6) Reporting to Lab In-charge / Head of the Department / Faculty / Office Superintendent and the Principal and Liaison with students</p>