

Maharashtra Education Society, Pune

Please refer to the advertisement for the post of 'Administrative Officer' dated 29-03-2024 in Daily Sakal.

Essential Qualifications:

The candidate having post-graduation qualification, preferably M.Com. / MBA and having 15 – 20 years of experience, out of which 5 years' experience at senior post, in higher educational institute; may apply for the post. The candidate fulfilling above criteria should only apply.

Applicants attention is drawn to the following requirements:

- (i) Applications are invited for the post of "Administrative Officer" to look after both the Aided and Non-Aided Sections of Jr. & Sr. wings of the College.
- (ii) Applicant is expected to be fluent in speaking, reading and writing in English and Marathi.
- (iii) Applicant should be computer proficient having kept pace with current educational scenario and procedures and systems.
- (iv) Applicant should be able to handle and work on ERP systems.
- (v) The Society reserves its right to transfer the candidate selected at any moment to any of its institutions.
- (vi) The deserving candidate will get attractive salary.

Instructions for submitting the application:

- (i) Candidates are informed that the appointment is on **No Grant Basis**.
- (ii) Application for the post along with your CV is to be forwarded only on jobs@mespune.in , email id.
- (iii) **Apply within 15 days** from the date of publication of this advertisement. Applications received after the last date of application shall not be eligible for consideration.
- (iv) Do not attach any other document with the application email, otherwise than your CV.

- (v) Applications of eligible candidates, with full details and complete in all respects, only, will be considered for shortlisting.
- (vi) Only shortlisted candidates from eligible ones will be called for interview.
- (vii) Intimation for the interview and its venue will be sent on mobile via SMS and candidate's email id.
- (viii) 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.
- (ix) Candidates called for the interview should carry their CV along with all relevant documents with them.
- (x) Canvassing is strictly prohibited.
- (xi) The management hereby reserves its right to reject any of the applications or summarily reject all the applications received in response to this advertisement.

Job Profile for the post of 'Administrative Officer' is as below:

(The job profile is not just a supervisory in nature and post assumes working personally wherever required along with getting the work done through the subordinates working under him and completing the tasks after giving a perfect and final touch to the work done by the subordinates. Profile for the post of 'Administrative Officer' is for Aided + Non Aided Sections and Junior and Senior wings of the College.)

(Following job profile is indicative and the management shall be at the discretion to add, amend or delete, areas mentioned in the job profile)

A. Duties with reference to Student Section –

- (1) Handling entire student's admission and exit process as per prevailing rules in this behalf.
- (2) Handling entire documentation of incoming and outgoing students with reference to prevailing rules like intake / reservation policy, central admission process if any. etc. in this behalf including University/State rules/UGC/AICTE etc.
- (3) Handling student fees and fines and refunds, etc. matters with reference to prevailing rules and 100% recovery of regular and outstanding fees from the students.
- (4) Handling all the scholarship/endowment/concession's etc.
- (5) Handling all exam related matters right from enrolment of students for the exams to declaration of exam results, verification, reassessment etc.

- (6) Handling student's eligibility for appearing for the examinations along with focussing on Internal marking for various programmes.
- (7) Handling affairs and administration of the examination department including internal examination matters and results of the same.
- (8) Handling all other student issues.

B. Duties with reference to Academic staff:

- (1) Handling Teaching staff appointment, approval and their regularisation in services as per prevailing rules in this behalf. This includes roaster work and approval related work.
- (2) Handling pay roll of the teaching staff, maintaining their service record and matters relating to their probation, confirmation, promotion, placement, retirement, gratuity, pension, provident fund, leaves of all kind, encashment, salary grant in their respect.
- (3) Administrative support as required is scheduling college annual academic calendars.

C. Duties with reference to Non-Teaching Staff:

- (1) Handling administrative staff appointment, approval and their regularisation in services as per prevailing rules in this behalf. This includes roaster work and approval related work.
- (2) Handling pay roll of the administrative staff, maintaining their service record and matters relating to their probation, confirmation, promotion, placement, retirement, gratuity, pension, provident fund, leaves of all kind, encashment, salary grant in their respect.
- (3) Handling administrative staff attendance matters of the teaching staff.
- (4) Fixation of duties of the available administrative staff, work schedules and role of Administrative staff and support as required in scheduling college annual academic calendars with reference to University/College calendar.
- (5) Handling administrative staff attendance (biometric) matters of the teaching staff.
- (6) Addressing staff issues and solving them prudently.
- (7) Motivating the staff in various ways

D. Duties with reference to Licensing from regulating authorities:

- (1) All matters relating to College permission, first affiliation, extension, continuation, permanent affiliation, NAAC etc.
- (2) All matters relating to starting new courses from proposal submission to commencement of the course, whether aided / unaided / autonomous etc.
- (3) Submission of College Annual / half yearly/ quarterly/ monthly information to regulating authorities like University/UGC/AICTE/Maha. Govt. etc.
- (4) All matters relevant to Fee Regulating Authorities in case of applicability.
- (5) All kinds of Registration with reference to Income Tax/Profession tax/GST etc. with reference to deductions and subsequent payment, filing prescribed returns.

E. Duties with reference to Annual Financial Budget:

- (1) Preparation of College Annual Financial Budget as per guidelines issued by the Society
- (2) Submission of budget after approval through systems designed by the Parent Body.
- (3) Meticulous Execution of financial budget. Taking approvals for deviation from budgeted expenditure and income as well. Revising annual financial budget in light of the actual periodic figures with comparable period of last year/s. Exercising control over expenditure and introduction of mechanism for the same.
- (4) Preparation of information for presentation before the management

F. Duties with General Administration

- (1) Entire office routine correspondence, filing, record maintenance
- (2) Control over daily office functioning
- (3) Monitoring and managing daily man power requirement for the college office. Allocation of daily tasks among the staff present in the office with special reference to daily work of the staff absent from the duty.
- (4) Paying attention to visitor's/government officers/guests. Hospitality arrangement for them.
- (5) Maintaining cleanliness in the college campus, toiletries, classrooms/laboratories/libraries/corridors//ground and at all other amenities in the campus. Control over housekeeping work.
- (6) Work in respect of NSS camps etc., Organising College Events, Organising seminars, workshops, exhibitions etc.
- (7) Exercising control over student's facilities like canteen, girls and boys' common rooms, sports rooms etc.
- (8) Control over entire security mechanism.
- (9) Addressing emergency issues in the college.
- (10) Maintaining overall discipline in the office and staff.
- (11) Avoiding unnecessary use of electricity, water etc.
- (12) Paying attention to repairs of utilities, education aids, and consumables.
- (13) Repairs to appliances, amenities, toilets and all other student amenities from time to time.
- (14) Introduction of prudent policies, wise strategies and systems in the functioning of the college.
- (15) Downloading various important Government Resolutions in respect of functioning of the college in all respects from time to time. Abiding by and compliance to these resolutions. Maintaining record of Government Resolutions.

G. Duties with reference to Financial Matters:

- (1) Special attention to all Financial matters including cash and bank transactions, monitoring bank accounts balances etc. Keeping an eye over suspicious debit and credit transactions. Transactions are being or are to be done as per rules and regulations framed from time to time by Government/I. Tax/Parent Body etc. Setting up limits for online transactions. Essentially

taking prior approvals for all kinds of transactions. To execute no cash transaction policy set by the management.

- (2) Maintenance and updation of daily, monthly, quarterly, half yearly, annual accounts.
- (3) Compilation, Reconciliation, Standardisation of accounts data and overall accounting function.
- (4) Internal and external evidences for vouchers. Making it compulsory to have and attach to the vouchers the third party evidence for the expenditure incurred, Preparation of Vouchers, Signatures, Approvals, Verification, checking expenses with reference to internal and external rules. Record and Maintenance of Voucher Files.
- (5) Timely statutory compliances towards financial and all other matters of the concern.
- (6) Preparation of final accounts of the College.
- (7) Getting the books of accounts of the college audited by the professional appointed by the parent body. Audit Compliance and submission of report thereof to parent body and regulating authorities, if required.
- (8) Facing Government Audit (assessment) as and when reported.
- (9) Follow up for various types of grant in aid, recovery of grants, repayment of unspent grant in aid,
- (10) Receiving regular grants, special grants for special purpose, monitoring its utilisation, preparation of utilisation and certification of various grants. Maintaining record of the same.
- (11) Preparation of CSR appeal working, proposal etc. Receiving CSR financial assistance, utilisation of CSR funds, Certifications etc. Finding out new organisations ready to provide CSR funding.
- (12) Claiming every year Scholarships/free ships/ concessions etc. from Social Welfare Department and Parent body with reference to endowment prizes. Complying queries from Social Welfare if any and rigorous follow up for new and old claims recovery.
- (13) Maintaining stock register and updating it from time to time. Execution of decisions taken by the Asset / stock verification committee.

H. Duties with reference to Management:

- (1) Preparation of information for various committee meetings as and when required and or periodic submission as required by the management and to government offices.
- (2) Giving information to the members of various committees formed by virtue of relevant Acts and the management during meetings so as to arrive at suitable conclusion / decision.
- (3) Attending all meetings with required information including coordination committees and steering committees whenever called for.
- (4) Duties towards properties of the parent body:
This includes overall supervision in respect of movable and immovable assets of the Parent Body, its upkeep, repairs, renovation, bringing facts before the management, looking after property tax matters including payments to local

authorities, Security measures, Security mechanism and supervising the same.

- (5) Insuring movable/immovable property including cash and stock with respect to Fire/Earthquake/Burglary/Theft etc. after proper valuation of the concerned assets. Making claims, recovering claims whenever required.
- (6) Staff insurance wherever applicable.
- (7) Upkeep and Maintenance of infrastructure provided by the parent body including playground, gymnasium, hostel, canteen, Vehicle Parking stands, Fountain, Botanical Garden and more such infrastructure.

I. Duties with reference to legal matters:

- (1) Maintaining list of court cases. Updation of the list
- (2) Keeping rapo with legal department at parent body regarding dates of arguments, providing information, preparing information and all relevant work in case of court cases of all types.
- (3) Execution of court decisions after consulting with parent body.

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