

- Candidates are advised to note carefully, the information given below and the instructions given at the end of the page.

FOR THE POST OF PLACEMENT OFFICER AT MES ABASAHEB GARWARE COLLEGE, MES GARWARE COLLEGE OF COMMERCE and MES NIGHT COLLEGE

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
Placement Officer	(1)Age – 30-35 (2) Required Qualifications: -Candidate possessing Post Graduate degree. (3)Minimum 5 years' relevant experience in Human Resource Management is desirable	Good communication skills Proactive Team Player Domain Skill/s	Looking after Placement Cell Activity in totality. Reporting to Principal of the Colleges.

FOR MES OFFICE

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
Junior Clerk	<p>(1) Age - 30-40 (2) Educated up to 12th or 12th Plus onwards from any discipline. (3) Minimum 5 years' relevant experience in Human Resource Management is desirable (4) Should have 2-5 years of experience of an educational institute.</p>	<p>(1) Good communication skills (2) Proactive working (3) Detail oriented (4) Good drafting ability (5) Tech savvy (6) Knowledge of present Education Scenario from Pre Primary to PG and Research level. Also Familiar with and having at least working knowledge of Regulating Authorities like ZP, Directorate of Education AICTE, DTE, UGC, University etc. (7) Ready to accept any kind of role. (8) Typing - Marathi speed 30 and English Typing speed 40</p>	<p>(1) All kind of office work (2) Routine and non-routine Correspondence (3) Work in respect of Affiliating and Regulatory Authorities (4) Ability to read, interpret and check any document, relevant to this job role. (5) Communication skills. (6) Ability to knowledgably and comfortably use Email, Internet, Word, Excel and Power point, Corel Draw.</p>

ACCOUNTANT / ACCOUNT ASSISTANT

Name of the post	Age, Qualifications & Experience	Required Skill set	Roles and Responsibilities
Accountant / Accounts Assistant	Between 35 and 40 years	(1)CA Inter / M.Com./B.Com. with 5-10 years' experience of working on Tally Prime software. (2)Conversant with MS Office.	-Domain and practical knowledge (RTR) up to finalization. -Conversant with MS Office and relevant computer technologies. -Typing and Marathi and English drafting. -Effective Communication and -Coordination skills - Liaising Ready to travel extensively, at branch locations in Maharashtra.

Instructions for submitting the application:

1. Applications of eligible candidates only, with their resumes attached, will be considered for shortlisting.
2. Application for the post along with scanned copy of your resume is to be forwarded on jobs@mespune.in Do not attach scanned copies of any other document with the email.
3. Last date for submitting the application is **08-05-2024**. Applications emailed after 08-05-2024 will not be considered.
4. Only shortlisted candidates from eligible ones will be called for interview.
5. 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.
6. Candidates called for the interview should carry their CV and relevant documents with them.
7. Canvassing is strictly prohibited.
8. The management hereby reserves its right to reject any of the applications or summarily reject all the application received in response to this advertisement.