

## EDUCATION QUALIFICATION & EXPERIENCE FOR FOLLOWING POST

Sr.No.	Designation	Qualification	Experience
1.	<b>Professor</b>	Ph.D Degree or a Fellowship of IIMs, ICA or ICWA or other Institutions recognized by AICTE, with First Class Master's Degree in Business Management / Administration / Other relevant management related disciplines.	10 years experience in Teaching / Industry / Research out of which 5 years must be at level of Assistant Professor.
2.	<b>Associate Professor</b>	Ph.D Degree or a Fellowship of IIMs, ICA or ICWA or other Institutions recognized by AICTE, with First Class Master's Degree in Business Management / Administration / Other relevant management related disciplines.	7 years experience in Teaching / Industry / Research of the level of Assistant Professor.
3.	<b>Assistant Professor</b>	First Class Master's Degree in Business Management / Administration / Other relevant management related disciplines.	5 years experience in Teaching / Industry / Research.
4.	<b>Administrative Officer</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree in recognized University desirable Master Degree.</li> <li>➤ Candidate has passed MS-CIT from Govt. of Maharashtra and Knowledge of Tally 9 is essential.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 to 5 years experience minimum class two.</li> <li>➤ The incumbent should possess good communication and analytical skill &amp; aptitude for drafting/noting in English &amp; Marathi. Should be able to co-ordinate / liaise with discussions / department / Institute &amp; participate in discussions with functionaries and academicians.</li> <li>➤ Is expected to handle independently one or more functions related to Educational Administration / General Administration / Purchase / Maintenance / House Keeping / Project Management.</li> </ul>
5.	<b>P.A. to Director</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree in recognized University.</li> <li>➤ Candidate has passed MS-CIT from Govt. of Maharashtra.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 to 5 years experience in related field.</li> <li>➤ Should have good communication skills.</li> <li>➤ Should be proficient in both Marathi &amp; English stenography and typing.</li> </ul>
6.	<b>Store Keeper</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree (preferable in Commerce Graduate) in recognized University.</li> <li>➤ Candidate has passed MS-CIT from Govt. of Maharashtra and Knowledge of Tally 9 is essential.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 to 5 years experience in related field.</li> <li>➤ Knowledge of Goods or materials in assigned storeroom / basic buying and purchasing practices / supervisory principals and practices.</li> <li>➤ All types store related works.</li> </ul>
7.	<b>Account Clerk</b>	<ul style="list-style-type: none"> <li>➤ Bachelor's Degree (preferable in Commerce Graduate) in recognized University.</li> <li>➤ Candidate has passed MS-CIT from Govt. of Maharashtra and Knowledge of Tally 9 is essential.</li> </ul>	<ul style="list-style-type: none"> <li>➤ 3 to 5 years experience in related field.</li> <li>➤ Should have good communication skills.</li> <li>➤ Accounts Clerk is responsible for tasks relating to the preparation and maintenance of financial records as well as cash handling and Office Administration.</li> </ul>