

### Qualifications for Administrative Positions

Sr. No.	Position	Min. Educational Qualification	Minimum Experience	Minimum Skills (Proficiency)
1	Deputy Registrar	Master degree of any statutory University with at least 55 % marks or its equivalent grade.	At least five (5) years experience in administrative cadre in educational institution not below the rank of Assistant Registrar or its equivalent post in higher educational institutions.  <b><u>Desirable:</u></b> Candidate with experience in University will be preferred.	Fluency in English, Hindi and Marathi languages.  Knowledge of OS windows. Microsoft office, internet, e-mail operations, etc.  Experience in examination section of any university / college, will be preferred.  Independent handling of various types of responsibilities in higher educational institutions.
2	Assistant Registrar	Post Graduate Degree of any statutory University with at least 55 % marks or its equivalent grade.	Administrative experience of minimum 03 Years as Section Officer or an equivalent post.  <b>OR</b> Minimum 05 years approved teaching experience as Lecturer (Assistant Professor) and administrative experience in University / Senior / Junior college.  <b><u>Desirable</u></b> – Candidate with experience in University will be preferred.	Administrative Knowledge.  Computer and Language Proficiency
3	Programmer	B.E.(IT) / MCA / BCA with minimum 55% marks	Minimum three years of Experience in software/web development	Knowledge of Software & Hardware Languages known- ASP.Net, C#, JQuery, SQL, JavaScript, Bootstrap, WebAPI

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4	Assistant Programmer	B.E.(IT) / MCA / BCA with minimum 55% marks	Minimum one year of Experience in software/web development	Knowledge of Software & Hardware Languages known- ASP.Net, C#, JQuery, SQL, JavaScript, Bootstrap, WebAPI
5	Section Officer	PG Degree of any statutory University  OR  Bachelor's Degree of any statutory University	Relevant experience of minimum 03 years as Senior Assistant or an equivalent post/equivalent cadre  <b>OR</b> Relevant experience of minimum 8 years in any government recognized educational institute as Senior Clerk or equivalent post. <b>Desirable</b> – experience of handling of various types of responsibilities in higher educational institutions.	Administrative Knowledge.  Computer and Language Proficiency
6	Script Writer	Bachelor's Degree of any statutory University / Degree in Mass Communication and Course in Script Writing	Relevant experience of minimum 3 years.	Creativity and good writing skills are essential; determination, persistence and self-motivation are also necessary
7	Graphic Designer cum Photographer	Bachelors Degree in Fine Arts	Relevant experience of minimum 3 years.	Knowledge of Corel Draw and Photoshop is essential.
8	Senior Assistant	PG Degree of any statutory University  <b>OR</b>  Bachelor's Degree of any statutory University	Administrative experience of 03 years as Senior Clerk or equivalent post.  <b>OR</b> Administrative experience of 05 years as Clerk cum Typist / D.E.O. or equivalent post.  <b>Desirable</b> – experience of working in higher educational institutions.	Good Computer Knowledge  Language Proficiency in English and Marathi  Typing proficiency in English and/or Marathi

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9	Assistant	PG Degree of any statutory University  OR Bachelor's Degree of any statutory University	Administrative experience of three years as a Clerk or equivalent post	Good Computer Knowledge  Language Proficiency in English and Marathi  Typing proficiency in English w.p.m. 40 and/or Marathi w.p.m. 30

(No. of vacancies may vary for each post depending upon requirement at the time of interviews)

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