



**Maharshi Karve Stree Shikshan Samstha's**  
Satara Campus (Tel No.: 02162-227647) &  
Wai Campus (Tel No.: 02167-220052, 02167-220268)

**REQUIRED**

Applications are invited for following  
Teaching & Non-Teaching posts under Samstha:

Name of Teaching Post	Eligibility Criteria	Campus
Assistant Professor (BCA) Ad-hoc for A.Y. 2026-2027	As per AICTE/ UGC Norms	Wai
Name of Non - Teaching Post	Eligibility Criteria	Campus
Jr. Civil Engineer	Diploma / B.E. Civil, 4-6 years Experience	Satara
Jr. Clerk - Accounts	M.Com, 4-6 years Experience	Wai / Satara

For details about qualifications, experience and Job description please log into college website: [www.maharshikarvebcasatara.org](http://www.maharshikarvebcasatara.org) (Satara) and [www.mkmmwai.org](http://www.mkmmwai.org) (Wai).

**Salary & Service conditions** - Will be applicable as per Samstha's rules.

Interested candidates may send their bio-data and copies of educational qualifications and experience etc. within 8 days from the date of publication of this advertisement on 061. [bcasatara@gmail.com](mailto:bcasatara@gmail.com) (Satara) and [bcawai@maharshikarve.org](mailto:bcawai@maharshikarve.org), [visionwai@maharshikarve.org](mailto:visionwai@maharshikarve.org) (Wai) separately by e-mail only and clearly mention the post you are applying for in the subject line of your email.

**Secretary**

## **Teaching Post:**

### **1. Assistant Professor for BCA Programme:**

**(Ad-hoc basis for A.Y. 2026-2027)**

- **Eligibility Criteria (A or B) –**

**A.**

i) A Master's degree (i.e. MCA or ME/M.Tech) with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

ii) Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET or who are or have been awarded a Ph. D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET :

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment of Assistant Professor subject to the fulfilment of the following conditions :-

- a) The Ph.D. degree of the candidate has been awarded in a regular mode;
- b) The Ph.D. thesis has been evaluated by at least two external examiners;
- c) An open Ph.D. viva voce of the candidate has been conducted;
- d) The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e) The candidate has presented at least two papers based on his/her Ph.D work in conferences/seminars sponsored/funded/supported by the UGC / ICSSR/ CSIR or any similar agency.

The fulfilment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

**OR**

**B.** The Ph.D degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following:

(i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

**Note:** The Academic score as specified in Appendix II (Table 3B), shall be considered for short-listing of the candidates for interview only, and the selections shall be based only on the performance in the interview.

### **Non-Teaching Post:**

#### **1. Junior Civil Engineer-**

- **Min. Qualification – D.C.E/B.E.**
- **Experience – 4 to 6 years in execution, estimation and bill checking.**
- **Job Description – Junior Civil Engineer.**
  1. To assist seniors in designing, planning, and overseeing Maintenance activities, Major projects and other Samstha related works.
  2. Conducting site visits and surveys in Pune, around Pune and outside Pune to collect the data as per work requirements.
  3. Preparing cost estimation, Preparing Bill of Quantity and material requirements reports for specific projects.
  4. Checking of Vendor, Contractor, labour Bill and Certifying the same.
  5. Coordination with architects, contractors, suppliers and other professionals to meet the project outcomes.
  6. Monitoring work progress, quality and compliance with building codes and regulations.
  7. Participating in project meetings and providing required technical support.
  8. Inviting quotations, preparing Comparative statement and Work orders
  9. Preparing work pass of labour's, Coordinating with Labors and giving them proper technical instructions to carry out the work.
  10. Attending daily maintenance Complaints received from Various branches and solving them asap.
  11. Filing and Maintaining Documents
  12. Able to work on M.S. Excel and M.S. word.
  13. Ready to travel in and around Pune and outside Pune for Samstha related work.

## **2. Junior Clerk - Accountant**

- **Educational Qualification: Postgraduate in Commerce, Knowledge of Tally ERP Software and accounting**
- **Experience: Minimum 5 years of relevant experience in field.**
- **Job Description:**

- 1) Good versed with tally software and Microsoft Excel.
- 2) Knowledge of Cash, Bank payment and receipts.
- 3) Knowledge of AICTE, FRA and accounting related processes.
- 4) Develop and maintain financial data.
- 5) Co-ordinate for Internal and External audit.
- 6) Able to generate accurate accounting reports.
- 7) Able to collect students fee collection and generate receipts.
- 8) Knowledge of GST working
- 9) Preparation of various types of report as per requirements of Head Office.
- 10) Analyze financial information and assist in preparing various reports related to Accounts.
- 11) Coordinate with Accounts and unit's staff to prepare budgets.
- 12) Ensure compliance with Samstha's guidelines and procedures, and statutory regulations.
- 13) Update MIS as per instructions from superiors.
- 14) Develop monthly financial statements that include cash flow, accounting statements, and balance sheets.