

**Sr. No. 1 – Junior Civil Engineer**

**Min. Qualification – D.C.E./B.E.**

**Experience – 5 to 7 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. Conduct site visits and surveys in Pune, around Pune, and outside Pune to collect 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 Bills 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.

**Sr. No. 2. Electrical Engineer.**

**Min. Qualification – D.E.E./ B. E.**

**Experience – 10 to 15 years in Maintenance of Electrical installations, execution, estimation, and bill checking.**

**Job Description – Electrical Engineer.**

1. To assist seniors in designing, planning, and overseeing maintenance activities, major projects and other samstha-related works.
2. Ensure that all electrical work of Vaastu Vyavastha and the Construction Department complies with statutory as well as safety requirements.
3. Review and check all assigned project electrical installation drawings for compliance with all project instructions (Single-line diagrams, electrical equipment location drawings, plan drawings, details, schematics, wiring diagrams, etc.) for installation requirements.
4. Liaising with MSEDCL ,

5. Coordinating with Electrical Consultants , suppliers , Contractors on project design
6. Perform system calculations and studies for electrical power systems – load flow, voltage drop, motor starting, short circuit studies, and relay coordination studies.
7. Ensure that new techniques and innovative ideas are investigated and assist Construction Department in providing a comprehensive maintenance service
8. Conducting site visits and surveys in and around Pune , outside Pune to collect the data as per work requirements.
9. Preparing cost estimation, Bill of Quantity and material requirements reports for specific projects.
10. Checking of Vendor, Contractor, labours Bill and Certifying the same .
11. Coordination with architects, contractors, suppliers and other professionals to meet the project outcomes.
12. Participating in project meetings and providing required technical support.
13. Inviting quotations , preparing Comparative statement and Work orders
14. Preparing work pass of labors , Coordinating with Labors and giving them proper technical instructions to carryout the work .
15. Monitoring work progress, quality and compliance with building codes and regulations.
16. Able to work on M.S. Excel and M.S. word.
17. Filing and Maintaining Documents
18. Able to work on M.S. Excel and M.S. word.
19. Assist in preventative Maintenance system and ensuring an effective process is in place, together with an effective “day-to-day” reactive breakdown response service, ensuring a safe and efficient service to users.
20. Assist in undertaking regular Electrical Safety audits and reviews to ensure high standards of Safety compliance are maintained by staff and Contractors at all times.
21. Ensure smooth working of Generator sets and assist Vaastu Vyavastha in its routine preventive maintenance.
22. Carry out regular site visits in and around Pune and Outside Pune ,to ensure the progress of work .
23. Preparing monthly Unit wise Electricity bills.
24. Attending daily maintenance Complaints received from Various branches and solving them asap.
25. Looking after maintenance of Passenger Lifts , Telephone intercom systems , Air Conditioning Units , Solar water heating System, water pumps , CCTV .

**Sr. No. 3 -Security and Safety Supervisor.**

**Qualification – Ex-army man.**

**Experience – 15 to 20 years.**

**Job Description :**

1. Handling of all Security Systems as per requirements of Samstha's all branches.
2. Daily routine checkup of all Security guards with their timings at all suggested spot by Samstha.
3. Train to security personnel about Security and safety procedures.
4. Evaluate, assess, and analyse performance of security personnel.
5. Initiate disciplinary measures wherever necessary.
6. Provide security to office staff, buildings and properties as per instructions.
7. Keep the premises free from all kinds of dangers.
8. Screen visitors before allowing them to enter the premises.
9. Maintain all security devices and products in good working condition.
10. Develop and implement preventative measures against accidents, thefts, and other risks.
11. Ensure compliance of applicable policies and regulations while implementing security measures.
12. To work with confidential and classified information.
13. Conduct regular walk-throughs and security inspections for assigned facilities.
14. Communicate to management personnel regarding issues and or situations occurring within the facility, via both written and verbal communication methods.
15. Assist students, faculty, and visitors as per their need.
16. Respond to medical emergencies to provide first aid, CPR or a support as needed until medical personnel arrive.
17. Monitor surveillance cameras and verify visitors / Employees Identification Cards
18. To keep liaison within Samstha's Units Head, Security Agencies & with Police Stations for any type of incidence as per requirement with consent of the Samstha's Head.
19. To look after Parking System of the Samstha/its Unit with the help of Parking & Security Guards
20. To see the discipline & Security of residential students, day students & Visitors with the help of Security Guards & Head/In charge of the branches with consent of Samstha's Head
21. To monitor Security Guard's attendance & Bill checking.
22. To perform any other duty as per seniors instructions.
23. Monitor Fire Hydrant systems , Fire Extinguishers as and when necessary.

24. To take necessary action in disaster situation.
25. Maintaining and Filing the documents.
26. Maintaining all Emergency services Numbers
27. Ready to travel in and around Pune and outside Pune for samstha related work.
28. Ready to work in shifts.

**Post 4 : Account Officer /Deputy Accountant**

**Qualification** – CA inter/Final

**Experience** – Minimum 10 years of relevant experience in field

**Job Description :**

- 1) Manage day to day transactions.
- 2) Prepare and review financial statements ,balance sheets and income statements.
- 3) Supervise and perform accounting tasks such as journal entries, ledger maintenance and account reconciliation.
- 4) Assist in preparing and managing budgets ,forecasts and financial plans.
- 5) Co-ordinate for Internal and Statutory Audit, ensuring compliance with accounting standards and regulations.
- 6) Ensure adherence to accounting policies and procedures and regulatory requirements.
- 7) Ensure compliance with FRA,PF,PT,TDS ,GST .
- 8) Preparation of various types of report as per requirements of Head Office.
- 9) Ensuring compliance with accounting policies and procedure related to Bank reconciliation.

**Post 5 :Jr.Clerk-Billing -Construction and Maintenance department**

**Qualification** – M.Com

**Experience** – Minimum 4-5 years of experience in relevant field.

**Job Description -**

- 1) Notices, Proceedings of various meetings
- 2) Bill note preparation- Contractor, Architect, Supplier, Consultant
- 4) Annual/Monthly budget preparation under the guidance of HOD & with the help of other staff.
- 5) Letters, Work orders, Purchase orders, Agreements, Emails etc.
- 6) Preparation of Manjuri patra, Comparative charts of Quotations/Tenders
- 7) IOU/Petty cash handling for Travelling & other office expenses
- 8) Filing and recording of documents

**Post No.6 : Matron - (Female Residential)**

**शैक्षणिक पात्रता-कोणत्याही शाखेची पदवीधर एम एस डब्ल्यू कोर्स पूर्ण असल्यास प्राधान्य**

**अनुभव - या क्षेत्रातील दोन वर्षे असल्यास प्राधान्य**

**कामाचे स्वरूप :**

१ वसतिगृहातील निवासी विद्यार्थिनिंचे दैनंदिन हजेरी, नाईट आऊट, लेट इ. बाबत नोंदी ठेवणे

२ वसतिगृहातील स्वच्छता, पाणी पुरवठा, लाईट, इत्यादी सर्व व्यवस्थांवर देखरेख व नियंत्रण ठेवणे

३ वसतिगृहातील निवासी विद्यार्थिनिंचा येणं-या सर्व समस्यांचे निराकरण करणे

४ वसतिगृहातील मेस, भोजन व्यवस्था इत्यादींवर देखरेख व नियंत्रण ठेवणे.

५ निवासी विद्यार्थिनिंच्या पालकांशी सुसंवाद साधणे.

६ वरील सर्व बाबत वरिष्ठांना वेळोवेळी रिपोर्ट देणे व त्यांच्या सूचनेनुसार इतर सर्व कामे करणे.