

Maharshi Karve Stree Shikshan Samstha

Karvenagar, Pune-411052.

TEL. - 020-25313000/25313200.

We are hiring for the following posts at various units under Samstha:

Post No. 1 –Assistant Manager- Bakery (1 post)

**Qualification – Degree / Diploma in Hotel Management & Catering Technology from
Recognized Institute**

Experience – 10 years in the relevant field

Job Description:

- 1 Overseeing the bakery department/store management
- 2 Ensuring bakery staff delivers outstanding customer service
- 3 Ensuring staff greets customers in a welcoming manner
- 4 Delegating tasks on a daily basis
- 5 Implementing advertising and marketing strategies
- 6 Ensuring compliance with food safety procedures/ensuring food safety standards are met
- 7 Maintaining extensive knowledge of baking techniques and bakery products
- 8 Presenting specialty cakes
- 9 Training staff on bakery products, and rules
- 10 Directing Cooks of bakery on efficient cooking
- 11 Creating bakery department policies and procedures and workplace practices/enforcing
- 12 Ensuring bakery product quality through quality control
- 13 Ensure adequate product quantity
- 14 Presenting baked goods
- 15 Monitoring inventory levels/Inventory control
- 16 Maintaining clean, safe and hygienic environment in Bakery
- 17 Organise and plan and develop sales activity of bakery products
- 18 Coordinating activities with other departments
- 19 Introducing quick sale items for creating increased sales
- 20 Monitoring decorating standards
- 21 Solving grievances raised from staff and customers

22 Following employment laws

23 Creating financial reports, such as Budget, profit and loss statements etc

24 Reporting to the Superiors on Bakery activities.

Post No. 2 – Resident Medical Officer- Female (1 post)

Qualification - MBBS

Experience – Minimum 2 years in the relevant field preferably in Educational institute.

Job Description:

The job involves monitoring and controlling of Samstha's Health Centre activities i.e, Providing Quality clinical Care to resident students, health check-up of resident students, attending medical emergency about students, guiding students and employees for better health practices.

Note: The family accommodation in Samstha's campus will be provided

Post No. 3 – Head Internal Auditor (1 post)

Qualification – CA Final

Experience – Minimum 10 years in the relevant field preferably in Educational institute.

Job Description:

1. Develop internal audit scope and audit plans.
2. Acquire, analyse and evaluate accounting documentation.
3. Prepare and present reports that reflect audit results and document process.
4. Act as an objective source of independent advice to ensure validity, legality and goal achievement.
5. Identify loopholes and share risk aversion methods and cost savings.
6. Maintain open communication with Unit Heads and higher authorities.
7. Document process and prepare audit findings Reports.
8. Conduct follow up audits.
9. Identify and assess areas of significant operational risk.

10. Implement best audit practices in line with applicable internal audit statements.
11. Manage resources and audit assignments.
12. Identify and reduce financial risks through effective implementation and monitoring of controls.
13. Develop, implement and maintain internal audit policies and procedures in accordance with best practice.
14. Compile and implement the annual Internal Audit plan.
15. Conduct ad hoc investigations into identified or reported risks.
16. Oversee risk-based audits covering operational and financial processes.
17. Ensure complete, accurate and timely audit information is reported to Management & Finance Committee.
18. Assisting Accounts Team & Statutory Auditors during process of Statutory Audit and Finalization of Accounts as per need.
19. Address queries and complaints on audit related activities in timely manner.
20. Perform audit activities of all units of Samstha (Local & Outstation) in accordance with Samstha's policies and procedures.

Post No. 4 – Sanitary Health Inspector- female (1 post)

Qualification - Diploma in health & Sanitary Inspector from All India Local Self Government or any other recognized institute ; MS CIT is essential.

Experience –minimum 2-3 years in the relevant field preferably in Educational institute.

Job Description:

- **Sanitation:** Ensure that the school/ college and campus area is clean and hygienic, and that sanitation facilities are in place
- **Health and safety:** Ensure that health and safety standards are followed
- **Communicable diseases:** Monitor for communicable diseases and take action to prevent their spread
- **Inspections:** Conduct inspections of the school to assess cleanliness and hygienic practices
- **Reporting:** Report outbreaks of infectious diseases to authorities and prepare detailed reports of findings
- **Waste management:** Dispose of waste (solid, liquid, and sewage) appropriately with minimum harm to the environment
- **Disinfection:** Assist in or independently conduct disinfection of areas in the respective unit.

Post No 5: 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 विद्यार्थिनिंना 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.

Post No. 6 -Security and Safety Supervisor (1 post)

Qualification – Graduation from any stream; 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 no No. 7- Electrical Engineer (Male)- 1 post

Min. Qualification – D.E.E./ B. E.

Experience – 8 to 10 years in Maintenance of Electrical installations, execution, estimation, and bill checking.

Age Criteria- Maximum age limit for this post is 35 years.

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 .