

MAHARSHI KARVE STREE SHIKSHAN SAMSTHA

(An Institution Exclusively for Women's Education)

Estd: 1896 / Founder: Bharatratna Maharshi Dhondo Keshav Karve

Registered under Societies Act, 1860 and Bombay Public Trust Act, 1950



February 6th, 2023

Post – Personnel Officer

Qualification – MBA / Post Graduate in HR from recognized University

Experience – Minimum 10 years in the field of HR. Experience in Education field will be preferred.

Job Description

1. Compilation and retrieval of data related to employees (HRMIS)
2. Monitoring of Statutory compliances such as PF, PT of permanent employees and the same with ESI of contract labours and other acts related to HR field.
3. Competency Analysis / Mapping of employees
4. Design and implement Performance Management System across the Samstha
5. Identification of training needs of employees and arranging training
6. Assessment of current manpower requirements and fulfill the same as per need. Carry out staffing pattern studies (position wise job allocation and quantum of work study) to verify the same if required.
7. Preparation, updation and maintaining Rosters of Teaching staff as per State Government guidelines
8. Induction, orientation of newly appointed employees
9. Preparing, updating personal files of employees
10. Monitoring annual increment activity of all the units.
11. Planning, Organizing and conducting monthly HRD Committee meetings and implementing the actions of decisions taken therein.
12. Preparation of various HR related policies
13. Track of performance of probationers and taking necessary steps such as continuation, extension of probation, confirmation or termination in consultation with concerned Unit Heads.
14. Motivating employees by system such as timely appreciation in public, appreciation letters etc.
15. Preparing Job descriptions for all the positions in Samstha

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16. Preparing various Orders such as Appointment, Continuation, Extension, Transfer, Promotion etc.
17. Disciplinary actions as per provisions given in Maharashtra Employees of Private Schools Act 1979 (MEPS) (For aided teaching and non-teaching employees) and Maharashtra Civil Service Rules Act 1980 (MCSR) for Unaided non-teaching employees, University Statutes for Teaching & Non-Teaching employees of Colleges, and other applicable acts as per need
18. Recruitment of Aided Teaching and Non-Teaching employees in schools as per State Government's Education Department guidelines and in colleges as per UGC, University as well as Higher & Technical Education Department guidelines.
19. To keep the update knowledge of related to employees of Educational field and attend the legal matters in concerned court / tribunal in consultation with Legal Advisors
20. Organize various functions in Samstha under guidance of superiors.
21. Any other jobs assigned by superiors.

“शीलं परं भूषणम्”
स्थापना-१८९६

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February 6th, 2023

**Post Assistant Librarian – Cummins College of Engineering for Women,
Karvenagar, Pune**

**Qualification – Master of Library and Information Science (M.L.I.Sc.) from
recognized university**

Experience – Min 10 years in similar field

Experience in Educational field will be preferred

Job Description

- 1 Filing (Accessioning) books & Reading material based on their location in the library
- 2 Maintaining databases by adding new materials and updating information as needed
- 3 Providing reference services to students by answering questions about library resources, procedures, and policies
- 4 Arranging books to their proper locations using computerized circulation systems which track books issue and returns
- 5 Processing the purchase of new books into the library and adding them to the Accession Register and making sure they are available for use of students
- 6 Assisting students by answering reference questions in person or by phone or email as per need
- 7 Preparing library reading materials for use of students by processing interlibrary loan requests or any other suitable method.
- 8 Explaining library policies and procedures to students and users
- 9 Performing administrative duties such as ordering supplies, keeping records of spending, and filing paperwork
- 10 Arranging various functions, competitions for students to increase the awareness about use of library facility and its benefits.
11. To build digital library and all work related to digital library

JUNIOR LIBRARY CLERK (Through Contractor – Third Party Appointment)

Qualification – Master of Library Information Science (MLISc) from Recognized University

Experience – Min 1 to 2 years. Experience in Library software will be preferred

Job Description

- 1 Updating databases and files.
- 2 Sorting and Shelving books.
- 3 Registering new students.
- 4 Cataloging / Accessioning new books.
- 5 Maintaining records and sending overdue notices to students.
- 6 Updating Movement Register for Library related items .
- 7 Assisting students in finding reading material of their choice.
- 8 Oversee the library to ensure cleanliness, order, and protection of the library's resources
- 9 Develop and organize library inventory (e.g. with books, collections, periodicals, multimedia, etc.
- 10 Conduct regular checks and updates on database information
- 11 Answer students queries via phone or email or in person as per need
- 12 Active participation in library related training and functions
- 13 Assist Library staff in organizing programmes for improving reading awareness amongst students
- 14 Any other activity as and when instructed by superiors