



RAYAT SHIKSHAN SANSTHA, SATARA

WANTED

(On Purely Temporary basis for the year 2024-25)

Applications are invited for the non-aided posts of Jr.Clerk (01), Peons(5) & Computer Lab Assistants (5)for Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil Institute of Management Studies & Research, Vraye, Satara., which is affiliated to Shivaji University, Kolhapur & Approved by A.I.C.T.E., New Delhi & Govt. of Maharashtra.

The Walk-in-Interview scheduled on 28/08/2024 at 10.00am at Institute Campus, Varye, Satara At the time Walk-in Interview you should submit filled application form with your documents.

Note: Application Form and details of the Post available on institute website: www.kbpimsr.ac.in

Secretary,
Rayat Shikshan Sanstha, Satara

Recruitments of the Post :

Sr.No.	Subject	Total Posts F.T.
1	Jr.Clerk	1
2	Peons	5
3	Computer Lab Assistants	4



Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil Institute of Management Studies and Research, Varye, Satara
www.kbpimsr.ac.in
E-mail – mba.kbp@gmail.com

Appointment of Junior Clerk, Peons and Computer Laboratory Assistants

Rayat Shikshan Sanstha, Karmaveer Bhaurao Patil Institute of Management Studies and Research, Varye, Satara is a premier management institute established in 2006 catering management programs as, MBA, BBA, BCA and DBM affiliated to Shivaji University, Kolhapur. The students strength at present hovering to 1100 Online applications are invited from eligible candidates for the posts of Junior Clerk, Computer Laboratory Assistant and Peons to be appointed at the Rayat Shikshan Sanstha's, Karmaveer Bhaurao Patil Institute of Management Studies and Research, Varye, Satara.

Conditions:

1. Educational qualifications, experience, pay scales etc. applicable for the post is as per the norms prescribed by Rayat Shikshan Sanstha, Satara.

Sr.	Designation	Educational Qualification	Experience Required
1.	Junior Clerk	Any Graduate, having with fair knowledge of information technology and communication. Candidate having minimum 5 years of work experience. Candidate having command in English communication and drafting will be preferred.	Min. 5 Years
2.	Peons	Candidate completed HSC, having work experience and basic knowledge of IT will be preferred.	--
3.	Computer Laboratory Assistant	BCA,BCS,B.Sc Computer, Diploma in Computer Engineering	--

2. Candidate with an experience will be preferred.
3. Salary expectations should be mentioned by applicant in the application.
4. Application format is enclosed and applications will be accepted at institute office till walk-in-Interview Morning 9.00am
5. Application received after the last date will not be considered.
6. Original documents need to be produced at the time of interview.
7. All rights regarding the appointment process and selection of candidates is reserved with the management of Rayat Shikshan Sanstha, Satara.

Place: Satara

Secretary
Rayat Shikshan Sanstha, Satara



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Appointment of Junior Clerk, Peons and Computer Laboratory Assistants

Duties and Responsibilities of Administrative Posts

1	<p>Junior Clerk:</p> <ol style="list-style-type: none"> 1. AICTE, 2. DTE, 3. Scholarship, 4. Inward and Outward. <p>Required Skills</p> <ol style="list-style-type: none"> 1. Reading and English Communication Skills. 2. Basic computer skills with applications such as MS Word, MS Excel etc. 3. Knowledge of general office procedures and 4. Operating office Automation Equipments - computer, fax, and copier. 5. Correct English usage, grammar, spelling, punctuation, and vocabulary. 6. Record-Keeping Techniques. Filing, indexing. 7. General office clerical duties. 8. Interpersonal skills using tact, patience, and courtesy.
2	<p>Computer Laboratory Assistant:</p> <ol style="list-style-type: none"> 1. Assisting faculty during the practical's 2. General cleaning of computers and allied equipments. 3. General maintenance of hardware, networking and software's. 4. Maintenance of PCs with office and faculty. 5. Maintenance of PCs and LCDs with classrooms. 6. Updating required software's to PCs. 7. Laptops and other electronic and electrical gadgets. 8. Management of Printers, cartridges and the like. 9. Maintains IT Asset records of Lab equipments. <p>Required Skills</p> <ol style="list-style-type: none"> 1. Basics of hardware, networking, printer operations. 2. Basics of programming and window based software. 3. Record keeping.
3	<p>Peons:</p> <ol style="list-style-type: none"> 1. Cleaning the campus and building. 2. Administrative assistance 3. Arrangements of programs, functions and the like. 4. Assistance to faculty. 5. Sweeping and Cleaning of entire building. Cleaning of walls, Flore, glasses, furniture. 6. Cleaning of computer laboratory, library, cafeteria, parking. 7. Cleaning of lights and other electrical gadgets. 8. Maintenance of internal plants. <p>Required Skills</p> <ol style="list-style-type: none"> 1. Handling Office Automation equipments – photocopier, scanning, printer, and computer. 2. Taking notes of phone calls. 3. Filing of documents, indexing and placement of files. 4. Handling office cleaning equipments – Vacuum Cleaner

Rs. 100/-



Rayat Shikshan Sanstha's,
Karmaveer Bhaurao Patil Institute of Management Studies & Research, Satara.

APPLICATION FORM

For the Post of Jr. Clerk/ Peon/ Computer Lab Assistants

Photo

Application for the Post of : -----

Name of the Candidate	
Address	
Gender	
Date of Birth	
Age	
Mobile Number	
Highest Qualification	
Typing Marathi 30/40	
Typing English 30/40	
Hard ware Networking Course if any	
Email Id ID	
Category	
Caste Name	
Social Reservation	
Expected Salary	
Experience	
Any Other	

Date -

Place -

Name & Signature of Candidate

Encl Documents:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.