

Exciting Career Opportunities in the Skill Development Sector

Department of Skill, Employment, Entrepreneurship and Innovations

is hiring for its field offices for various projects and Initiatives including

World Bank assisted “Development of Applied Knowledge and Skills for Human Development Project (DAKSH)”

Opportunity at DAKSH Maharashtra Empowering Skills Reform Agenda in Maharashtra

Our mission is to enhance capacity building across various sectors of SEEID, focusing on infrastructure upgrades, pedagogy enhancement, advanced training programs, and promoting entrepreneurship for market-driven employment opportunities.

Join Us in Making a Difference!

We are currently seeking applications from talented and experienced professionals to join our dynamic team.

Applications are to be submitted online via **Application form Link:** <https://forms.gle/i81tMkkXBNMYJkrPA>

Website: www.mahaswayam.gov.in

Email: Worldbankdaksh@gmail.com

Last date of Submission: 20th July 2025.

Applications are invited for the following positions:

Sr. No.	Position Name	No. of Posts
1	Project Lead Consultant	1
2	Project Specialist IT/MIS and Project Management	1
3	Project Specialist Training & Assessment	1
4	Project Specialist – Entrepreneurship, Innovation & Startups	1
5	Project Specialist Monitoring & Evaluation – Skilling & Entrepreneurship	1
6	Project Specialist Industry Linkages, Placement, On the job Training((OJT) Apprenticeship	1
7	Project Specialist Social Development & Gender	1
8	Project Specialist Environment	1
9	Project Specialist (Civil Works) - Civil Engineer	1
10	Project Specialist – Architect	1
11	Project Specialist Procurement	1
12	Project Specialist Counseling & Communication	1
13	Law Officer	1
14	Project Specialist Finance	1
15	Project Associate	5
16	IT Specialist	2
17	Manager (HR & Admin)	1
18	Manager (Innovation & Startup)	1
19	Manager (Incubator)	1
20	Manager -SEED Fund	1
21	Manager- Entrepreneurships with focus on Social Inclusions (WEC)	1
22	Manager- Strategy, Operation and Policy	1
23	Assistant Manager- Media and Communication	1
24	Young Professional Fellows	30
25	Manager – Skill Mission	3
26	Manager – Gender & Social Inclusion	1
27	Assistant Manager – Skill Mission	4
28	Assistant Manager – IT	1

29	Assistant Manager – Gender & Social Inclusion	1
30	Assistant Account Officer	2
31	Law Officer - MSSDS	1
32	Office Assistant	7
Total		78

Important points:

- These Positions are only for **Mumbai location** and cover Secretariat, field offices including MSSDS, MSInS and others.
- The positions listed from serial numbers **1 to 16 are for the DAKSH project**, those from serial numbers **17 to 24 are designated for MSInS**, and those from serial numbers **25 to 32 are allocated for MSSDS**.
- **Salary Determination:** The final remuneration is subject to variation based on the candidate's qualifications and relevant experience.
- Educational qualifications, experience, age limits, and other terms and conditions required for the above positions are available in **Annexure I** given below.
- Candidates may apply for **Max Up to 2 positions**. The government reserves the right to consider the applicant for any appropriate position.
- Applicants who have previously applied are encouraged to **resubmit their application in the prescribed format** to ensure complete information.
- Candidates must submit the **Application Form along with the CV** in the prescribed format specified in **Annexure II** below.
- Document verification will be done online as well as offline.
- Shortlisted candidates will be called for the Face-to-Face Interview.
- *** The government reserves the right to modify the terms and conditions, or cancel the recruitment process at its sole discretion, without prior notice. ***
- ***All the above positions are purely on Contract basis and cannot be claimed as government job***

ANNEXURE I

1) Project Lead Consultant (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Postgraduate degree or equivalent in Management, Human Resource Development, or a related discipline from a recognized university/college. ii. Extensive Experience – At least 10 years of experience in strategy, implementation, and transformation roles in the government/public sector or social impact space, with a minimum of 5 years in leadership positions within federal or state-level skill development or TVET transformation projects. iii. Sector Expertise – Strong understanding of the skilling/TVET ecosystem, including short- and long-term training, planning, governance, and management systems related to skill development, entrepreneurship, and innovation. iv. Leadership & Project Management – Proven ability in project management, implementation, monitoring, and evaluation, combined with exceptional leadership skills to manage diverse stakeholders and drive public sector initiatives. v. Multilateral & Language Proficiency – Experience working with multilateral or government agencies in skilling, HR, or TVET in India, along with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.75 - 2.00 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Project Oversight – Take full responsibility for managing and delivering the project, including planning, organizing, and coordinating all departmental activities. ii. Strategic Planning – Develop comprehensive project plans with clearly defined activities, milestones, timelines, and resource allocations to ensure timely execution within budget and quality standards. iii. Implementation Support – Assist the implementing agency and associated units in managing project activities and tracking Disbursement Linked Indicators (DLIs) for verification by the Independent Verification Agency (IVA). iv. Team Leadership – Lead the Project Management Unit (PMU) team, ensuring effective communication and coordination with stakeholders. v. Progress Reporting – Prepare and submit regular project progress reports to the government department and key stakeholders. vi. Stakeholder Engagement – Maintain open communication with the implementing agency, the World Bank, and other relevant stakeholders to provide updates and address challenges to keep project outcomes on track. vii. Risk Management – Identify and manage project risks and develop mitigation strategies to address potential challenges. viii. Regulatory Compliance – Ensure strict adherence to project policies, procedures, and regulatory requirements. ix. Monitoring & Evaluation – Oversee the effective monitoring and evaluation of project outcomes and impact.

	x. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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2) Project Specialist IT/MIS and Project Management (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Bachelor’s degree in Engineering (BE/B.Tech) specializing in IT/Computer Science, MCA, or a related discipline from a recognized university or college. ii. IT Solution Design & Delivery Expertise – At least 7 years of experience in developing and managing large-scale, complex IT solutions and Management Information Systems (MIS/Dashboards) in roles such as architect or project manager. iii. Project Management & Technical Proficiency – Strong background in managing, monitoring, and executing multiple projects across diverse technology platforms. iv. Software Development & Engineering Knowledge – Comprehensive understanding of the software development life cycle, including web-based, client-server, and cloud-based systems, along with best practices in software engineering. v. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. IT Solutions & Tools Selection – Identify and implement appropriate IT solutions and tools tailored to project needs. ii. Technology & System Upgrades – Explore new technologies, functionalities, and hardware to enhance portals like Mahaswayam. iii. Project Planning & Execution – Develop and oversee project plans, ensuring milestone tracking, fund utilization, risk mitigation, and timely implementation across multiple verticals. iv. Software Architecture & Optimization – Design and refine software solution frameworks to align with the project vision, scalability requirements, and long-term strategies. v. Cybersecurity Risk Management – Integrate security risk assessments into planning and address compliance requirements such as ISO 27001 and GDPR. vi. Security Strategy & Incident Response – Oversee disaster recovery plans, secure software development practices, and effective vendor security management. vii. Stakeholder Cybersecurity Guidance – Provide technical assistance to stakeholders, ensuring adherence to best practices, regulatory compliance, and proactive risk mitigation. viii. Technical Support & Data Management – Assist staff and stakeholders with IT, MIS, dashboards, and project management concerns, ensuring transparency through regular reporting.

	<ul style="list-style-type: none"> ix. Communication Assistance – Support the Project Specialist – Communications in drafting key communication materials. x. Other Duties – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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3) Project Specialist - Training & Assessment (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Minimum graduate degree in Engineering, MBA, or a Master’s degree in a related discipline recognized university/college. ii. Sector Experience – At least 8 years of expertise in planning and managing large-scale programs in skill development, entrepreneurship, and innovation, with a focus on ITIs, Polytechnics, CTS courses, and industry-relevant skills. iii. Monitoring & Evaluation Proficiency – Skilled in assessing initiatives, leveraging data-driven insights for course correction, and optimizing project outcomes. iv. Project Management & Implementation – Experience working on at least two large-scale skill development, entrepreneurship, or social inclusion education projects, including planning, implementation, process re-engineering, operations, and monitoring. v. Preferred Experience – Experience in entrepreneurship, new-age technologies, and vocational education and training (DVET) is preferred. vi. Stakeholder Engagement & Communication – Ability to effectively collaborate with diverse stakeholders, including government officials and ITIs, with proficiency in English and functional knowledge of Marathi (written and spoken). vii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Training Management & Delivery – Oversee and assist in providing training programs for relevant stakeholders. ii. Information Dissemination & Vendor Onboarding – Share updates on long-term training initiatives, onboard vendors, and address queries effectively. iii. Development of Training Frameworks – Create, update, and distribute SoPs, guidelines, process flows, and knowledge documents to ensure alignment with program requirements and dissemination to ITIs and internal teams. iv. Program Development & Implementation Support – Assist in designing and executing short-term and long-term training programs as needed. v. Training Provider Selection & Orientation – Identify, evaluate, and onboard appropriate training institutions such as ITIs. vi. Connect training programs with industry needs, ensuring employment opportunities. vii. Assessment Integration & Quality Assurance – Coordinate with the Assessment Specialist to align evaluation initiatives with training programs while monitoring and improving training quality.

	<ul style="list-style-type: none"> viii. Data Management & Record Maintenance – Ensure proper documentation, record-keeping, and structured data management for short-term and long-term training activities. ix. Reporting & Performance Insights – Prepare analysis reports, track ITI performance, and support MIS functions to guide decision-making. x. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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4) Project Specialist – Entrepreneurship, Innovation & Startups (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Post-graduation in Business Administration (MBA preferred) in Entrepreneurship & Innovation, Engineering, or Technology with a specialization in innovation or startup management from a recognized university/college. ii. Minimum of 8 years of professional experience, including at least 3 years in a leadership role. iii. Desirable experience in the innovation, entrepreneurship, or startup ecosystem. iv. Strong communication, networking, and relationship-building skills, with strategic thinking and attention to detail. v. Proven track record in building and managing industry partnerships and stakeholder engagement. vi. High proficiency in IT tools, digital communication platforms, and content development software. vii. Good written, verbal, and digital communication and presentation skills in English and Marathi (essential). viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 – 1.5 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Develop and maintain strong relationships with startups to identify collaboration opportunities, support innovation, and facilitate access to mentoring, incubation, and funding networks. ii. Engage with industry partners, sector skill councils, and enterprises to co-create skilling programs aligned with market needs, especially in emerging sectors. iii. Identify and partner with organizations focused on promoting women-led and rural enterprises, ensuring inclusive access to resources, training, and market linkages. iv. Build a network of mentors, angel investors, and venture capitalists to support early-stage startups and entrepreneurs through structured engagement models.

	<ul style="list-style-type: none"> v. Design and implement collaborative programs with new and existing partners that align with SEEID's vision for innovation, entrepreneurship, and employment generation. vi. Maintain a dynamic database of potential and existing partners, funding agencies, and collaborators to streamline engagement and reporting. vii. Track and report the outcomes of partnership initiatives, including co-created programs, startup support activities, and skilling interventions. viii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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5) Project Specialist – Monitoring & Evaluation – Skilling & Entrepreneurship (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Minimum graduate degree in Engineering, MBA, or a Master's in a related discipline from a recognized university/college. ii. Sector Experience – At least 8 years of expertise in planning and managing large-scale, state-level transformation programs within the skill development and TVET sector. iii. Monitoring & Evaluation Proficiency – Skilled in assessing initiatives, utilizing data-driven insights for course correction, and optimizing project outcomes. iv. Project Planning & Implementation – Hands-on experience in at least two large-scale skill development and TVET projects, covering strategy development, implementation, process re-engineering, operations, and monitoring. v. Stakeholder Management & Communication – Strong ability to engage and collaborate with diverse stakeholders, including government officials and training partners, with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Stakeholder Coordination – Engage with Training Partners, Training Centers (TCs), Vendors, Sector Skill Councils, and internal teams across legal, finance, IT, and procurement departments. ii. Information Dissemination & Vendor Management – Share updates on short-term and long-term training, oversee vendor onboarding, and facilitate query resolution. iii. Standard Operating Procedures (SoPs) & Documentation – Develop and distribute guidelines, process flows, and knowledge documents to training providers, institutions, and internal teams. iv. Program Development & Implementation Support – Assist in the design, rollout, and execution of short-term training programs. v. Training Provider Identification & Selection – Evaluate and onboard qualified training institutions to ensure quality education delivery.

	<ul style="list-style-type: none"> vi. Target Allocation & Accreditation Oversight – Implement allocation methodologies, manage due diligence, coordinate proposal evaluations, and oversee TP/TC onboarding on platforms like SIP/Mahaswayam. vii. Assessment & Quality Assurance – Work with the Assessment Specialist to align training initiatives with evaluation frameworks while ensuring program effectiveness. viii. Data Management & Record-Keeping – Maintain accurate documentation of short-term training activities, tracking performance metrics and participant engagement. ix. Reporting & Performance Analysis – Generate insightful reports, track TP/TC performance, and contribute to x. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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6) Project Specialist - Industry Linkages, Placement, On- the-Job Training and Apprenticeship – (1Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Postgraduate degree or equivalent in Management, Engineering, or a related field from a recognized university or college. ii. Industry & Skills Development Experience – At least 5 years of experience in planning and managing industry engagement and employer participation in skill development, training, and placement/apprenticeship programs. Additional experience in university collaborations, overseas partnerships, and marketing is a plus. iii. Project & Relationship Management – Extensive experience in managing projects, organizing events, and maintaining stakeholder relationships, ensuring timely coordination and effective external representation. iv. Communication & Presentation Skills – Strong ability to deliver impactful presentations and communicate effectively with diverse audiences. v. Stakeholder Engagement & Language Proficiency – Proven ability to collaborate with industry leaders, government officials, and training partners, with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Industry Linkage Strategy Development – Manage the formulation, execution, monitoring, and evaluation of strategies to enhance connections between SEEID and industry partners. ii. Industry Partner Identification & Collaboration – Identify and engage key industry clusters, employers, and associations (such as councils, incubators, and accelerators) for exposure visits, guest lectures, faculty development, on-the-job training, apprenticeships, and placements. iii. Database Management & Partner Engagement – Maintain a comprehensive database of industry partners willing to support various training and placement programs.

	<ul style="list-style-type: none"> iv. Stakeholder Coordination & Relationship Management – Build and sustain productive partnerships with industry clusters, employers, and other entities to maximize program effectiveness. v. Training Alignment & Employment Linkages – Work closely with Project Specialists for short-term and long-term training to ensure programs align with industry needs and lead to job opportunities. vi. Employment Transition Support – Develop and implement initiatives such as exposure visits, guest lectures, faculty support, on-the-job training, apprenticeships, and placements to facilitate smooth transitions for beneficiaries. vii. Domestic & Overseas Deployment Opportunities – Facilitate placement opportunities for trained beneficiaries, both within India and internationally. viii. Post-Placement Tracking & Support – Monitor placed youth for six months to one year, providing necessary support and feedback to stakeholders. ix. Data Management & Quality Assurance – Ensure proper documentation, record-keeping, and monitoring of training, apprenticeship, and placement activities to maintain quality standards. x. Reporting & Communication Support – Prepare regular progress reports on industry linkages and assist the Project Specialist – Communications in drafting essential communication materials. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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7) Project Social Development and Gender Specialist (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Postgraduate degree in Social Work, Development Studies, Policy, Social Sciences, or a related discipline from a recognized university/college. ii. Sector Experience – Minimum of 5 years of expertise in skill development and social inclusion within the education, skilling, livelihood, and TVET ecosystem in India. iii. Policy & Research Knowledge – Strong understanding of domestic and international policies, governance frameworks, and hands-on experience with gender and socioeconomic research methodologies. iv. Community Engagement & Outreach – Proven ability to work with diverse communities, including rural and urban populations, female beneficiaries, tribal youth, and local government institutions. v. Communication & Language Skills – Excellent interpersonal, communication, and negotiation abilities, with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month

Roles and Responsibilities	<ul style="list-style-type: none"> i. Social Development Planning & Implementation – Design and execute project social development plans to enhance social inclusion and gender equality. ii. Methodology & Tools Selection – Identify and apply effective social development methods and tools to support project goals. iii. Regulatory Compliance & Technical Support – Ensure adherence to social development policies, provide technical guidance to stakeholders, and maintain regular reporting in alignment with best practices. iv. Communication Support – Assist in drafting necessary communication materials for project-related social development initiatives. v. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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8) Project Environment Specialist – (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Postgraduate degree or equivalent in Environmental Management, Environmental Engineering, Environmental Planning, Architecture, or a related discipline from a recognized university/college. ii. Experience in Environmental Management – At least 5 years of expertise in green building environments, and water, sanitation, hygiene-related activities, and environmental sustainability. iii. Project Oversight & Sustainability Initiatives – Guide borrowers in developing environmental safeguard instruments, monitor implementation, and support strategies for climate adaptation, pollution control, and air quality management. iv. Training & Stakeholder Engagement – Provide technical assistance and capacity-building programs, and collaborate effectively with government officials, community leaders, and other stakeholders. v. Communication & Language Skills – Strong interpersonal, coordination, and negotiation abilities, with proficiency in English and functional knowledge of Marathi (written and spoken).
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Design and execute comprehensive environmental sustainability strategies aligned with the World Bank's Environmental and Social Framework (ESF) and Maharashtra's development goals. ii. Identify, evaluate, and implement new and emerging green technologies in ITIs—including energy-efficient systems, water-saving technologies, waste management innovations, and renewable energy solutions. iii. Conduct environmental assessments and develop practical, institute-specific environmental management plans (EMPs) to ensure sustainable campus operations. iv. Lead the planning and implementation of green building standards, ensuring sustainable construction and retrofitting practices in ITI campuses. v. Ensure adherence to environmental regulations, state and national policies, and international standards through regular compliance checks and audits.

	<ul style="list-style-type: none"> vi. Establish robust systems for tracking sustainability indicators and environmental performance across ITIs, including energy use, waste reduction, and carbon footprint metrics. vii. Supervise design and execution of WASH (Water, Sanitation, and Hygiene) infrastructure with a focus on health, inclusivity, and resilience. viii. Facilitate coordination with government departments, private sector partners, and local communities to drive environmental initiatives and secure sustainable investments. ix. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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9) Project Specialist (Civil Works) - Civil Engineer (1Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Qualification – BE/ME/B.Tech/M.Tech in Civil or Structural Engineering from a recognized university/college. ii. Government & Public Sector Experience – Minimum 15 years of work experience with PSUs, government agencies, or corporates (Chief Engineer/Superintending Engineer preferred). Serving or retired engineers may apply. iii. Infrastructure Planning & Supervision – Proven ability to design, plan, and oversee large-scale infrastructure projects, ensuring quality execution. iv. Technical Expertise & Compliance – Strong knowledge of structural analysis, material selection, durability assessment, contract management, tendering processes, and regulatory compliance. v. Sustainability & Advanced Technologies – Familiarity with green buildings, solar passive architecture, environmental sustainability, disaster-resilient construction techniques, and modern civil engineering technologies such as BIM (Building Information Modeling) and geotechnical assessments. vi. Stakeholder Coordination & Leadership – Ability to collaborate with government agencies, contractors, and multidisciplinary teams while providing technical guidance. Proficiency in English and functional knowledge of Marathi (written and spoken) is essential. vii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.50 - 1.75 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Infrastructure Project Management – Oversee the planning, design, construction, and execution of public infrastructure projects while ensuring adherence to government standards. ii. Procurement & Contract Administration – Manage tender processes, vendor evaluations, and contractor coordination to enhance project efficiency. iii. Quality Assurance & Material Selection – Supervise structural integrity, material specifications, and durability assessments for public buildings and infrastructure.

	<ul style="list-style-type: none"> iv. Regulatory Compliance & Policy Enforcement – Ensure strict adherence to government regulations, building codes, and environmental policies throughout project implementation. v. Sustainable & Eco-Friendly Practices – Promote green building technologies, solar passive architecture, familiarity with prefabricated technologies and engineering architecture, and environmentally responsible construction methodologies. vi. Stakeholder Engagement & Collaboration – Work closely with government agencies, funding organizations, consultants, and contractors to streamline project execution. vii. Budget Oversight & Resource Allocation – Monitor financial planning, optimize resource distribution, and implement cost-effective measures. viii. Disaster Resilience & Safety Protocols – Develop and integrate risk mitigation strategies, safety standards, and disaster-resilient construction techniques. ix. Technological Advancement & Innovation – Utilize modern civil engineering tools, including BIM (Building Information Modeling), geotechnical analysis, and smart infrastructure solutions. x. Leadership & Team Development – Provide mentorship, supervision, and technical guidance to project teams, ensuring efficient workflow and knowledge transfer. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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10) Project Specialist -Architect (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification & Registration – Must be a registered architect with the Council of Architecture (India) and hold a master’s degree in architecture from a recognized university/college. ii. Extensive Professional Experience – Minimum of 8 years of experience in designing, constructing, and executing public buildings, with exposure to industrial building design, landscaping, and creating educational ambiances using indigenous materials. iii. Sustainability & Urban Development – Proven ability to integrate eco-friendly practices into architectural designs, along with experience in urban planning and infrastructure development. iv. Technical Proficiency & Regulatory Knowledge – Strong understanding of building codes and safety regulations, with proficiency in advanced architectural software for design visualization. v. Leadership & Stakeholder Collaboration – Ability to lead multidisciplinary teams and engage with government agencies on large-scale projects, with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month

Roles and Responsibilities	<ul style="list-style-type: none"> i. Architectural Design & Planning – Develop innovative designs for public buildings, ensuring functionality, aesthetics, and compliance with government standards. ii. Project Management & Execution – Oversee construction activities, ensuring timely completion within budget while maintaining high-quality standards. iii. Sustainable Practices & Material Selection – Implement eco-friendly solutions and utilize new technologies, such as prefabricated systems, with a focus on sustainability. iv. Regulatory Compliance & Safety Standards – Ensure strict adherence to building codes, safety regulations, and government policies throughout the project lifecycle. v. Stakeholder Engagement & Coordination – Collaborate with government agencies, contractors, and consultants to ensure seamless project implementation. vi. Urban Development & Infrastructure Enhancement – Contribute to city planning, industrial building design, landscaping, and the creation of engaging educational environments. vii. Quality Control & Structural Integrity – Monitor safety protocols, risk mitigation strategies, and overall structural reliability. viii. Technological Integration & Innovation – Utilize advanced architectural software for design visualization, smart infrastructure planning, and digital execution. ix. Leadership & Multidisciplinary Team Management – Guide and oversee diverse teams to ensure project objectives are met efficiently. x. Continuous Improvement & Adaptability – Review project outcomes, analyze areas for improvement, and implement best practices to drive ongoing architectural excellence. xi. Other Duties – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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11) Project Specialist -Procurement (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Chartered Accountant, ME, MBA, or a related discipline from a recognized university or college. ii. Procurement & Contract Management Expertise – At least 8 years of experience in designing or executing procurement and contract management for civil works, goods, consulting, and non-consulting services in government or multilateral financing institutions. iii. Regulatory & Compliance Knowledge – Strong understanding of Government of India procurement rules, including GeM, with desirable knowledge of World Bank procurement guidelines. iv. Vendor & Process Management – Extensive experience in preparing procurement plans, drafting terms of reference, managing procurement processes, and overseeing vendor and contract management using online tools.
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	<ul style="list-style-type: none"> v. Communication & Language Skills – Excellent interpersonal, communication, and negotiation skills, along with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Procurement & Vendor Management – Oversee procurement and vendor management for both the Program for Results (PforR) and Technical Assistance (TA) components, ensuring alignment with government systems and World Bank guidelines. ii. Strategic Procurement Planning – Develop and implement procurement plans to secure timely and cost-effective goods and services. iii. Market Analysis & Supplier Engagement – Conduct market research, interact with suppliers, and foster competitive bidding processes. iv. Performance Monitoring & Evaluation – Track procurement outcomes, assess effectiveness, and implement improvements. v. Stakeholder Collaboration – Coordinate with government agencies, private sector partners, and international organizations for seamless procurement execution. vi. Issue Resolution & Negotiation – Support negotiations, resolve procurement disputes, and address queries from bidders, officials, and contractors. vii. Quality Assurance & Delivery Management – Ensure delivered goods meet specifications by working closely with quality assurance teams. viii. Contract Management – Develop and oversee contract management strategies to facilitate timely and budget-compliant service delivery. ix. Regulatory & Compliance Adherence – Ensure procurement processes comply with relevant policies, procedures, and legal regulations. x. Other Duties – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

12) Project Specialist – Counseling & Communications (1Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Postgraduate degree in Mass Media & Communication, MBA (HR), MA (Psychology), or a related field from a recognized institution. ii. Professional Experience – At least 5 years of experience in career counseling or mentoring in reputed institutions, with a focus on placement in Industry, MSMEs, or Business/Startups. iii. Industry Knowledge & Strategic Engagement – Proven ability to develop and execute effective communication strategies tailored to the needs of industries and enterprises in Maharashtra. iv. Language Proficiency – Good command of English and Marathi, both written and spoken. v. Note: Candidates with specialized training and a proven ability in counseling or mentoring will be given preference.
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	vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 – 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Provide personalized career guidance to students and professionals, aligning their strengths and aspirations with industry demands and emerging opportunities. ii. Build and maintain strategic partnerships with industries, MSMEs, and startups across Maharashtra to facilitate internships, placements, and collaborative projects. iii. Design and implement targeted communication strategies to promote institutional offerings and student capabilities to potential employers and industry stakeholders. iv. Lead placement initiatives by organizing campus drives, job fairs, and employer engagement programs, ensuring high placement conversion rates. v. Deliver counseling sessions in both English and Marathi to ensure inclusivity and better understanding among diverse student populations. vi. Design and evaluate mentoring programs, ensuring continuous improvement based on feedback, outcomes, and evolving industry needs. vii. Any additional tasks and duties may be given for effective implementation of department programs

13) Law Officer (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Graduate degree along with LL.B or LL.M, and qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI). ii. Experience – Minimum of 8 years of relevant experience in roles such as Group A/Group A (Junior)/Group B Assistant Director (Non-Technical), Law Officer, Judicial Officer, or equivalent positions within the Skills, Employment, Entrepreneurship, and Innovation Department or similar government or corporate entities. iii. Preferred Experience – Prior experience in handling court cases, as well as experience in secretarial compliance, company law, corporate governance, and regulatory filings. iv. Eligibility Criteria – Preference will be given to candidates with demonstrated expertise in legal frameworks and judicial processes in administrative/government settings, including secretarial functions, regulatory compliance, corporate affairs, and board administration. v. Language Proficiency – Strong command of English and functional knowledge of Marathi, both written and spoken. vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 - 1.50 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Legal Advisory & Case Management – Provide expert legal advice on judicial, policy, and administrative matters, while handling court cases and developing legal strategies.

	<ul style="list-style-type: none"> ii. Regulatory Compliance & Risk Management – Ensure adherence to laws, rules, and judicial mandates, identifying legal risks and proposing mitigation strategies. iii. Contract Drafting & Review – Prepare, vet, and negotiate contracts, MoUs, and other legal documents to safeguard organizational interests. iv. Policy Formulation & Governance – Assist in developing policies with legal considerations and ensure best practices in governance, ethics, and transparency. v. Dispute Resolution & Representation – Manage disputes through litigation, arbitration, or conciliation while representing the department in courts and tribunals. vi. Legal Documentation & Reporting – Draft legal notes, case briefs, and reports for official records, ensuring accuracy and compliance. vii. Company Secretary Compliance – Oversee statutory adherence to the Companies Act, SEBI regulations, FEMA, and other relevant legal frameworks. viii. Board & Committee Support – Organize Board and Committee meetings, including drafting agendas, notices, minutes, and resolutions. ix. Stakeholder & Regulatory Liaison – Maintain communication with shareholders, auditors, and regulatory authorities, ensuring proper disclosures and filings. x. Legal & Secretarial Integration – Align legal and company secretary functions to ensure comprehensive compliance and risk management. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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14) Project Specialist – Finance (1 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Professional Qualification & Experience – Chartered Accountant with at least 8 years of post-qualification experience in auditing and accounting. ii. Project Finance & Performance Management – Expertise in financial appraisal and performance management of projects, including civil works and procurement. iii. Financial Systems Design – Experience in designing financial processes and systems for corporations, societies, statutory bodies, and government institutions. iv. Public Sector & Multilateral Exposure – Prior work experience in PSUs, government institutions, or multilateral agencies is preferred. v. Communication & Language Skills – Strong interpersonal, coordination, and negotiation abilities, along with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.50 - 1.75 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Financial Management Coordination – Ensure timely and effective implementation of project financial management arrangements by coordinating with implementing agencies.

	<ul style="list-style-type: none"> ii. Budget Planning & Integration – Guide, review, and consolidate overall and annual program expenditure estimates for DAKSH, collaborating with the Budgeting Officer to integrate them into the department’s annual budget request. iii. Fund Allocation & Compliance – Plan and ensure timely distribution of project funds to implementing agencies, adhering to fiscal prudence and national/state financial regulations. iv. Financial System Strengthening – Support implementing agencies in developing and improving financial management systems, processes, and controls for accounting, reporting, treasury operations, and fraud prevention. v. Financial Reporting – Guide, review, and prepare Implementing Unit Financial Reports (IUFRs) and project financial statements for each fiscal year, ensuring timely submission to the Bank. vi. Audit Coordination – Oversee internal and external project audits and ensure audit reports are submitted promptly to the Bank. vii. Regulatory & Donor Compliance – Liaise with GOI, DEA, CAAA, and external donors to ensure smooth adherence to their requirements. viii. Stakeholder Communication Support – Assist the Project Specialist – Communications in drafting necessary communication materials. ix. Fiduciary Responsibilities – Provide support on fiduciary-related tasks as required by the project. x. Other Duties – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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15) Project Associate (5 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – A postgraduate degree (MBA/MCA/MA in Economics/Statistics, Agriculture, Entrepreneurship, Social Work/Social Development) is preferred, while a graduate degree in any stream from a recognized university/college is required. ii. Experience – At least 5 years of relevant experience as an Executive Assistant or Young Professional engaged in development projects for central/state government agencies or development organizations. iii. Government Project Management – Proven ability to manage projects efficiently, with a focus on regulatory compliance, is desirable. iv. Technical & Strategic Acumen – Strong practical knowledge of IT tools and systems. v. Communication & Language Proficiency – Excellent command of English and Marathi (both written and spoken) for effective stakeholder engagement. vi. Educational Background – Alumni from reputed institutions such as Azim Premji Foundation, Narsee Monjee Institute of Management, St. Xavier’s, IRMA, XLRI, TISS, COEP, etc., are encouraged to apply. vii. Fellowship Experience – Recipients of fellowships such as Piramal University, Teach for India, MGNF, Maharashtra Government CM Fellows, PMRDF, etc., will be given preference.
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	viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 - 1 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Assist senior officials in organizing their schedules, managing meetings, and preparing documentation. ii. Draft high-quality briefing notes, presentations, and official correspondences as required. iii. Provide operational support in the planning, monitoring, and execution of departmental programs and development projects. iv. Liaise with departments, consultants, and external stakeholders to ensure timely delivery of project milestones. v. Act as a point of contact between senior officials and various government departments, agencies, and development partners. vi. Coordinate field visits, meetings, and official events. vii. Translate technical and official communications into Marathi or English, as needed, to support cross-functional understanding and local adaptation. viii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

16) IT Specialist (2 Position)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Educational Qualification – Bachelor’s degree (BE/B.Tech) in Computer Science or IT from a recognized university/college. ii. E-Governance Project Experience – At least 5 years of relevant experience in implementing e-governance projects for central/state government or other agencies. iii. Compliance & Cybersecurity Management – Oversee project execution while ensuring adherence to IT governance standards, cybersecurity protocols, and regulatory requirements. iv. Stakeholder Coordination & Government Engagement – Collaborate with government bodies, agencies, and stakeholders to facilitate smooth implementation and effective execution. v. Risk Assessment & Mitigation Strategies – Conduct risk evaluations, develop mitigation plans, and enforce security measures to ensure project stability and resilience. vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 - 1 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Manage the complete lifecycle of e-governance IT projects, from planning and development to UAT, go-live, and maintenance. ii. Coordinate with vendors to ensure high-quality delivery aligned with government standards. iii. Oversee seamless integration of modules, databases, APIs, and authentication systems (e.g., Aadhaar, DigiLocker).

	<ul style="list-style-type: none"> iv. Design real-time dashboards to track KPIs, service usage, and system health. v. Ensure dashboards are role-based, audit-ready, and aligned with government reporting standards. vi. Implement data visualization tools to support informed decision-making. vii. Act as the SPOC for IT vendors managing platform development and support. viii. Monitor performance through SLAs, version control, and quality benchmarks. ix. Oversee AMC, technical support, and backend infrastructure. x. Ensure compliance with MeitY guidelines, CERT-In advisories, and IT laws. xi. Implement data encryption, secure storage, and access control protocols. xii. Conduct regular risk assessments and manage incident response. xiii. Liaise with central/state departments, NIC, and agencies for compliance and policy alignment. xiv. Translate technical updates for administrative decision-making. xv. Support procurement, policy development, and tender evaluations. xvi. Improve portal architecture and UX/UI based on feedback and analytics. xvii. Recommend emerging tech (AI/ML, Chatbots, Analytics) for innovation. xviii. Lead technical documentation, change logs, and process manuals. xix. Monitor platform performance, troubleshoot issues, and manage server loads. xx. Ensure high availability systems, disaster recovery plans, and periodic audits. xxi. Handle backups, upgrades, and scalability requirements. xxii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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17) Manager (HR & Admin) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Postgraduate degree in Human Resources or an equivalent discipline from a recognized university/college. (Essential) ii. Minimum of 8 years of experience in the Government or Private Sector in Admin/HR roles, including at least 3 years in a managerial position. (Essential) iii. Experience working in the innovation, incubator, or startup ecosystem. (Desirable) iv. Familiarity with administrative practices, financial matters, human resource management, and statutory functions. (Essential) v. Excellent written, verbal, digital communication, and presentation skills in English and Marathi. (Essential) vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
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	vii. Knowledge of various government administrative policies and practices. (Desirable)
Salary	Rs. 1.25 – 1.5 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Manager (Admin & HR) will function as the Administrative Officer and will bear overall administrative and management responsibilities of the MSInS. ii. Ensure that the activities of the MSInS are in accordance with the Act, Statutes, Ordinances, Rules, and Regulations. iii. Act as HR personnel and handle people management and related issues. iv. Oversee the functioning of the website, periodicals, and magazines, ensuring their optimal utilization as a common knowledge exchange platform among various stakeholders. v. Coordinate and maintain all correspondence with field offices for various schemes, programs, and activities undertaken. vi. Support in preparing the agenda for meetings of the Governing Council and General Body. vii. Maintain the minutes of all meetings of the Governing Council, General Body, Boards, and Committees appointed by the authorities of MSInS. viii. Handle statutory reporting and file all required returns with the Charity Commissioner, including submission of documents related to necessary changes. ix. Act as custodian of records, the common seal, and other property of the MSInS. Take all necessary steps to maintain the assets of MSInS. x. Initiate and undertake all necessary steps for the procurement of goods and services for MSInS. xi. Serve as the nodal point of contact for RTI, LAQs, grievance handling, etc. xii. Make necessary arrangements to conduct meetings. xiii. Coordinate with all dignitaries visiting MSInS or during official visits outside and make necessary arrangements. xiv. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

18) Manager (Innovation & Startup) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Post-graduation in any discipline from a recognized university/college. (Essential) ii. Graduation in Sciences, Technology, Engineering, or Mathematics (STEM)/Design from a recognized university/college (Desirable) iii. Post-graduate degree in Management from a recognized university/college (Desirable) iv. An individual with an impeccable track record and a minimum of 8 years of overall experience in the industry, start-up ecosystem, and/or as an enabler
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	<p>of start-up/innovation/entrepreneurship by managing or leading reputed innovation and start-up promoting organizations/incubators/accelerators/centers of excellence/entrepreneurship development cells/mentoring organizations or their flagship programs. (Essential)</p> <p>v. Demonstrated planning and execution skills, with superior communication, interpersonal, influencing, and presentation abilities, capable of interacting and liaising with key decision-makers across industry partners and associations. The candidate should also possess the ability to build a strong network within government and non-government departments/institutes/bodies. (Essential)</p> <p>vi. Ability to develop IP strategies, including IP management, protection, and implementation of technology licensing protocols. (Desirable)</p> <p>vii. Knowledge of various government policies and schemes. (Desirable)</p> <p>viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.</p>
Salary	Rs. 1.25 – 1.5 lacs/ Month
Roles and Responsibilities	<p>i. Formulate strategic plans and policies for the promotion of innovation and startups both within and outside government systems. Drive these initiatives in a result-oriented manner on a mission mode and prepare a detailed mission schedule.</p> <p>ii. Promote innovation and startups at the grassroots level and incentivize young innovators by launching awareness generation programs, providing guidance, pre-incubation training, and handholding support.</p> <p>iii. Identify investors and business mentors who can support innovators and startups as they scale into venture-backed companies.</p> <p>iv. Coordinate and collaborate with government line ministries/departments and other public and private sector agencies to identify challenges and roll out low-cost solutions to pressing problems through Grand Challenges, Hackathons, and other mechanisms to promote startups.</p> <p>v. Conduct assessment, evaluation, monitoring, and tracking of innovation and startup programs, including beneficiary impact.</p> <p>vi. Act as the primary point of liaison between central and state governments on matters related to innovation and startups.</p> <p>viii. Monitor the business performance of portfolio startups, interface with stakeholders, and provide necessary support through industry connections.</p> <p>ii. Be responsible for enhancing and maintaining Maharashtra's position on various innovation and startup-related ranking indices such as the Global Innovation Index, India Innovation Index, Atal Ranking of Institutions on Innovation Achievements, State Startup Ranking, etc.</p>

	<ul style="list-style-type: none"> ix. Work closely with incubation-related initiatives of MSInS. x. Provide support to the Manager (Strategy, Operations, and Policy) for tasks related to the 'Skills, Employment, Entrepreneurship, and Innovation District Executive Committee'. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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19) Manager (Incubator) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Post-graduation in any discipline from a recognized university/college. (Essential) i. Graduation in Technology, Economics, Business Administration, or Design from a recognized university/college. (Desirable) ii. Post-graduation in Technology, Management, Finance, or Entrepreneurship from a recognized university/college. (Desirable) iii. An individual with an impeccable track record and a minimum of 8 years of overall experience in the industry, startup ecosystem, and/or as an enabler of startup/innovation/entrepreneurship, by virtue of managing or leading reputed innovation and startup-promoting organizations, incubators, accelerators, centers of excellence, entrepreneurship development cells, mentoring organizations, etc., or their flagship programs. (Essential) iv. Candidates with experience in the early-stage startup ecosystem are preferred. The candidate may come from any of the following domains: (Desirable) <ul style="list-style-type: none"> a. Angel Network Managers b. Government/Corporate Venture Programs c. Venture Capital/Family Fund Offices d. Investment Banking e. Incubator/Incubation Management v. Demonstrated planning and execution skills, superior communication, interpersonal, influencing, and presentation abilities, with the capacity to interact and liaise with key decision-makers across industry partners and associations. Should possess the ability to build networks within government and non-government departments/institutes/bodies. (Essential) vi. Possess the skills required to manage incubator/incubatee relationships, including structural and operational procedures. (Desirable) vii. Knowledge of various government policies and schemes. (Desirable) viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 – 1.50 lacs/ Month

Roles and Responsibilities	<ul style="list-style-type: none"> i. Drive the development and implementation of a vibrant and sustainable incubator initiative—including a stimulating physical/virtual environment and an engaging support program—to make Maharashtra the premier incubation destination in the country. ii. Formulate policies to promote the incubation ecosystem in Maharashtra, covering government-aided, unaided, industry-led, and other incubators. iii. Develop a ranking framework for incubators. iv. Conceptualize, strategize, develop, assess, evaluate, monitor, and track incubation/virtual incubation/acceleration programs, including their beneficiaries. Additionally, provide guidance, training programs (e.g., for Incubation Managers), and handholding support. v. Explore new avenues for partnerships and maintain relationships with existing incubatees, mentors, and partners. vi. Act as the primary point of liaison for incubators, accelerators, tinkering labs, Centers of Excellence (COEs), angel networks, government/corporate venture programs, venture capital/family fund offices, investment banking firms, etc. vii. Coordinate and collaborate with government ministries/departments and other public and private sector agencies to identify challenges and roll out regulatory/policy support. viii. Work closely with the innovation and startup-related initiatives of MSInS. ix. Provide support to the Manager (Strategy, Operations, and Policy) for tasks related to the 'Skills, Employment, Entrepreneurship and Innovation District Executive Committee'. x. Undertake any other work assigned from time to time by the Principal Secretary, SEEID, and CEO, MSInS. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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20) Manager (Seed Fund) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. MBA (Finance)/CA/CFA or a postgraduate degree in an equivalent discipline from a recognized university/college. (Essential) ii. An individual with an impeccable track record and a minimum of 8 years of overall industry experience, including at least 5 years in fund management within corporate finance, seed funding, financial institutions, investment banks, venture capital, international financial institutions, or similar organizations. (Essential) iii. Strong understanding of risk assessment, financial affairs, and investment processes and procedures. (Essential) iv. Familiarity with start-up promoting organizations such as incubators, accelerators, centers of excellence, entrepreneurship development cells, mentoring organizations, etc. (Desirable)
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	v. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.50 – 1.75 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Establish the mandates, processes, and systems associated with the Seed Fund. ii. The role involves managing investments/funding as per the criteria set by SEED/MSInS, by investing in startups and growth-stage companies in Seed, Series A, and Series B rounds as part of the venture capital asset class. iii. Provide inputs for fund design and application processes, define fund criteria and application procedures, raise awareness of the Seed Fund, engage with key stakeholders, screen applications, and interact with applicants both pre- and post-funding. iv. Prepare and manage the operating budget for the Seed Fund or any other fund operated by MSInS, ensuring budgetary control, regular management reviews, and reporting in line with established parameters. v. Manage all reporting functions for the Seed Fund to funders and stakeholders, including receiving reports from project leaders and/or Innovation Support Managers, and engaging with relevant team members to ensure sound governance of the Seed Fund. vi. Provide overall Seed Fund portfolio management and risk identification. vii. Promote the value and impact of the Seed Fund within Maharashtra. viii. Conduct due diligence on potential startup investments, analyze market and financial outlooks, and negotiate deal terms. ix. Manage post-investment operations, including monitoring and tracking of funded startups. x. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

21) Manager (Entrepreneurship with focus on Social Inclusion) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Post-graduation in any discipline from an accredited institute from a recognized university/college. (Essential) ii. Minimum of 8 years of professional experience, including at least 3 years of experience working in Business, Entrepreneurship, MSME, International Development, or similar fields, with a proven track record of developing the entrepreneurship ecosystem. (Essential) iii. Experience with reputed innovation and/or start-up promoting organizations such as incubators, accelerators, centers of excellence, entrepreneurship development cells, mentoring organizations, etc. (Desirable)
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	<ul style="list-style-type: none"> iv. Demonstrated planning and execution skills, along with superior communication, interpersonal, influencing, and presentation abilities. Must be capable of interacting and liaising with key decision-makers across industry partners and associations, and possess the ability to build networks within government and non-government departments/institutes/bodies. (Essential) v. Candidates with prior experience in institutions such as MAVIM, MSRLM, MCED, or other similar government-affiliated development organizations will be given preference. Professionals from comparable backgrounds are encouraged to apply. vi. Knowledge of various government policies and schemes. (Desirable) vii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 – 1.5 lacs/ Month
Roles and Responsibilities:	<ul style="list-style-type: none"> i. Policy & Strategy Development – Formulate and implement strategies to identify, attract, and onboard qualified entrepreneurs, while establishing mandates and processes for women entrepreneurship. ii. Training & Capacity Building – Design and enhance training programs, materials, and tools tailored for aspiring and existing entrepreneurs, including women-led businesses, aligned with evolving skill demands. iii. Government & Stakeholder Collaboration – Work closely with government departments and industry stakeholders to foster a strong entrepreneurship ecosystem that offers mentorship, funding, and business development support. iv. Market Assessment & Innovation – Conduct studies to identify gaps in the entrepreneurial landscape and implement innovative solutions to strengthen the ecosystem. v. Ecosystem Management – Lead efforts in supporting early-stage enterprises and managing relationships with accelerators, investors, and key market players. vi. Investment & Mentorship Support – Identify and connect entrepreneurs, including women founders, with investors and mentors to help scale their businesses. vii. Due Diligence & Proposal Development – Assess entrepreneurs for potential investment, assist in proposal development, and support funding processes. viii. Operational & Strategic Support – Provide assistance in policy implementation, fund management, and entrepreneurship-related activities under government initiatives. ix. Program Supervision & Monitoring – Oversee and evaluate entrepreneurship initiatives to ensure effective implementation and success of various programs.

	<ul style="list-style-type: none"> x. Team Leadership – Lead the ‘WEC’ team for Women Entrepreneurship and social inclusion for marginalized groups. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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22) Manager – Strategy, Operations and Policy (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Post-graduation in any discipline from a recognized university/college. (Essential) ii. Postgraduate degree in Management, Public Policy, or an equivalent field. (Desirable) iii. An individual with an impeccable track record and a minimum of 8 years of overall industry experience, including at least 3 years in corporate strategy, management consulting, strategic planning, public policy, or a similar field. (Essential) iv. Experience in the startup, innovation, or entrepreneurship ecosystem. (Desirable) v. Demonstrated analytical, strategic planning, and execution skills; superior communication, interpersonal, influencing, and presentation abilities; and the capacity to interact and liaise with key decision-makers across industry partners and associations. The candidate should also possess the ability to build networks within government and non-government departments/institutes/bodies. (Essential) vi. Proven experience in planning and executing mission-mode projects, including strategy formulation, creation and implementation of action plans, team management, and multitasking abilities. (Essential) vii. Knowledge of various government policies and schemes. (Desirable) viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 1.25 – 1.5 lacs/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Drive policy formulation and strategic projects by working cross-functionally with other SEEID verticals to identify and structure problems, analyze opportunities, develop solutions, and deliver actionable recommendations and results through a rigorous, data-driven process focused on innovation, startups, and entrepreneurship in the state of Maharashtra. ii. Drive operational excellence by measuring and tracking critical KPIs for MSInS initiatives. iii. Develop and execute a rolling calendar of operational and engagement strategies for MSInS, involving stakeholders such as donors, startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts. iv. Create 2–3 year operational roadmaps for enhancing innovation, startups, and entrepreneurship in focus sectors.

	<ul style="list-style-type: none"> v. Conduct extensive research and formulate guidelines for various initiatives under the Maharashtra State Innovation Policy and other relevant policies. vi. Coordinate with field offices for various schemes, programs, and activities undertaken. vii. Build and maintain strong partnerships at various levels to strengthen the innovation and startup ecosystem through the 'Skills, Employment, Entrepreneurship and Innovation District Executive Committee.' viii. Responsible for coordinating with this committee and providing the required support for appropriate and timely utilization of the District Innovation Fund. Coordinate with other required team members from MSInS as needed. ix. Engage with mentors, investors, academia, international organizations, governments, and other stakeholders. x. Devise and create new plans and initiatives for collaboration with various state/central government departments and ministries on schemes and innovation/startup programs. xi. Lead a program of research and analysis to create an evidence base to inform the development of innovation, startups, and entrepreneurship in the state. xii. Work with the communications team to build a program of IEC (Information, Education, and Communication). xiii. Keep the MSInS executive team informed about new and relevant trends and initiatives in the startup and innovation space. xiv. Organize conferences, workshops, training programs, etc., for the Department. xv. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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23) Assistant Manager (Media & Communication) (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Graduation in Media, Journalism, Marketing, Communication, Public Relations, or a similar relevant field from a recognized university/college. (Essential) ii. Post-graduation in Media, Journalism, Marketing, Communication, Public Relations, or a similar relevant field from a recognized university/college. (Desirable) iii. Minimum of 5 years of total professional experience, including at least 3 years in communication, brand management, digital marketing, social media marketing, or similar roles, with a proven track record of accomplishment and impact. (Essential) iv. Relevant experience in the innovation, entrepreneurship, or startup ecosystem. (Desirable) v. Outstanding content writing and editing skills, along with strong communication, interpersonal, organizational, networking, and
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	<p>representation abilities. A strategic thinker with networking aptitude and attention to detail. (Essential)</p> <p>vi. High level of proficiency in IT, media, and communication software and technology. (Essential)</p> <p>vii. Excellent written, verbal, digital communication, and presentation skills in English and Marathi. (Essential)</p> <p>viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.</p>
Salary	Rs. 0.6 – 0.8 lac/ Month
Roles and Responsibilities	<p>i. Lead and facilitate MSInS' objectives and the positioning of its initiatives by equipping them with appropriate content in print and digital media to influence target audiences and achieve the intended impact.</p> <p>ii. Develop organizational positioning, communication, and publicity strategies for all schemes, policies, activities, events, and initiatives undertaken.</p> <p>iii. Create various types of content such as write-ups, videos, presentations, emailers, creative reports, and electronic and print collaterals.</p> <p>iv. Plan and execute a content strategy to drive awareness, understanding, and affinity for the products across stakeholders and prospects.</p> <p>v. Create and implement influencer marketing strategies for key projects.</p> <p>vi. Stay informed and up to date with current trends and best practices in the media and communication sector.</p> <p>vii. Supervise projects to ensure all content is publication-ready.</p> <p>viii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.</p>

24) Young Professional Fellow (30 Position)

Required Qualifications and Experience	<p>Qualifications:</p> <p>i. A graduate degree in disciplines such as Economics, Public Policy, Management, Law, Engineering, Mathematics, Computer Science, Information Technology, Social Works, Sales, Industrial Relations, Media & Journalism, Communication, Commerce, Accounting, finance or related fields from a recognized university/college with strong IT and presentation skills, is required. A postgraduate qualification will be considered an added advantage.</p> <p>ii. Minimum of 2 years of total professional experience.</p> <p>iii. Experience in areas such as livelihoods promotion, entrepreneurship, employment, startups, incubators, digital marketing, fieldwork, human resources and administration, media, communications, or public relations is desirable.</p>
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	<ul style="list-style-type: none"> iv. Excellent verbal, written, and interpersonal communication skills, along with strong time management and organizational abilities. v. Proficiency in Microsoft Office, data analytics, and data visualization tools/software is desirable. vi. For candidates with a media and communication background, expertise in digital marketing, content management systems, and social media platforms is desirable, particularly for disseminating initiatives via print and digital media. vii. Languages: Proficiency in Marathi and English is essential. <p>Skills:</p> <ul style="list-style-type: none"> i. Ability to improve government performance and solve challenges related to skilling, employment, livelihood generation, entrepreneurship, and innovation. ii. Self-motivated with a strong orientation towards results. iii. Excellent written and verbal communication skills. iv. Strong project management capabilities. v. Solid quantitative and analytical skills, with experience in generating and interpreting data-driven insights and communicating them effectively. vi. Ability to navigate complex organizations, develop trust with senior leadership, and build relationships with diverse stakeholder groups. vii. Awareness of, and sensitivity to, the needs and concerns of individuals from diverse cultures, backgrounds, and orientations, with the ability to incorporate this understanding into their work. viii. Willingness to travel as required. ix. Preferred Educational Background: Alumni from reputed institutions such as the Azim Premji Foundation, Narsee Monjee Institute of Management, St. Xavier's, IRMA, XLRI, TISS, COEP, etc., are encouraged to apply. x. Fellowship Experience: Preference will be given to candidates who have completed fellowships such as Piramal Fellowship, Teach for India, Mahatma Gandhi National Fellowship (MGNF), Maharashtra Government Chief Minister Fellowship, Prime Minister's Rural Development Fellowship (PMRDF), etc. xi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.50 – 0.75 lac/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Assist in drafting, reviewing, and refining public policies and departmental programs. ii. Conduct research on best practices from other states and countries to inform evidence-based policymaking.

- iii. Identify operational gaps, inefficiencies, and bottlenecks in existing government schemes.
- iv. Propose practical, scalable reforms grounded in comparative policy analysis and field insights.
- v. Collaborate with department officials to co-create high-impact, innovative, and contextually relevant solutions for pressing development challenges.
- vi. Translate policy ideas into actionable frameworks and implementable roadmaps.
- vii. Support end-to-end project execution, including planning, implementation, tracking, and reporting.
- viii. Liaise with internal teams, field offices, and external partners to ensure timelines, deliverables, and quality standards are met.
- ix. Identify and onboard expert institutions, think tanks, and consulting agencies for specialized inputs and capacity building.
- x. Facilitate collaboration to enhance program design, evaluation, and impact measurement.
- xi. Provide hands-on support in using IT tools, dashboards, data analytics platforms, and digital workflows to improve departmental efficiency.
- xii. Support the development of MIS systems and data visualization tools for decision support.
- xiii. Manage social media and digital marketing activities to amplify departmental initiatives.
- xiv. Contribute to content development, campaign strategy, and public engagement across both online and offline platforms.
- xv. Provide basic legal support and coordinate with legal experts when needed to ensure compliance with regulatory frameworks.
- xvi. Assist the department in brainstorming sessions, workshops, and consultations with various stakeholders.
- xvii. Support documentation, presentation, and follow-ups for strategic reviews and interdepartmental coordination.
- xviii. Provide operational support for the implementation of key skill development schemes such as Pramod Mahajan Kaushalya Va Udyojakta Vikas Abhiyan (PMKUVA), PMKVY, ACKVK and any other scheme implemented by MSSDS.
- xix. Coordinate with training centres to ensure smooth batch initiation, mobilization, and documentation.
- xx. Perform timely and accurate data entry on Mahaswayam and SIDH portals, including:
 - a. Invoice processing support
 - b. Result and placement data updates
 - c. Training Centre onboarding status
- xxi. Maintain and update databases, trackers, and documentation logs.

	xxii. Maintain active engagement with field-level teams to gather on-ground feedback and integrate learnings into program refinement.
	xxiii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

25) Manager - Skill Mission (3 Positions)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. A graduate degree in any discipline (or equivalent) and a postgraduate degree such as an MBA/ master's in social work/ IT / MCA (or equivalent) from a recognized university/college are required. ii. Minimum of 8 years of experience in project management or in planning and implementing skill development initiatives at the state or departmental level. iii. Proven track record of planning and executing mission-mode projects, including strategy formulation and action plan implementation. Strong team management and multi-tasking capabilities are essential. iv. Proven ability in effectively coordinating with various departments, institutions, industry bodies, and associations. The candidate should possess a strong network within both government and non-government sectors. <p>Desirable:</p> <ul style="list-style-type: none"> i. Experience of working in mission-mode projects from inception to execution. ii. Familiarity with government policies, funding mechanisms, and schemes related to skill development in Maharashtra. iii. Experience working in State/Central Government departments. iv. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 – 1 lac/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Lead and provide operational support for the implementation of key skill development schemes such as Pramod Mahajan Kaushalya Va Udyojakta Vikas Abhiyan (PMKUVA), PMKVY, ACKVK and any other scheme implemented by MSSDS. ii. Coordinate with training centres to ensure smooth batch initiation, mobilization, and documentation. iii. Monitor timely and accurate data entry on Mahaswayam and SIDH portals, including: <ul style="list-style-type: none"> o Invoice processing support o Result and placement data updates o Training Centre onboarding status iv. Maintain and update databases, trackers, and documentation logs. v. Develop and drive mission-based strategies aligned with state and national skill development policies. vi. Oversee the effective implementation of state and centrally sponsored schemes across training partners and institutions.

	<ul style="list-style-type: none"> vii. Oversee the effective implementation of special projects. viii. Monitor training batch progress, ensure compliance with program norms, and guide corrective action where needed. ix. A strong team player with the ability to collaborate effectively across diverse teams and foster a supportive work environment x. Evaluate and propose for further necessary action of proposals from industry partners, training providers, and sector skill councils. xi. Review budget provisions, liability reports, and target allocations in coordination with finance and planning teams. xii. Lead coordination with divisional/district skill offices, line departments, industry bodies, and finance departments. xiii. Build strong public-private partnerships and interdepartmental convergence to enhance scheme reach and impact. xiv. Ensure adherence to audit requirements, statutory obligations, and administrative compliance. xv. Verify responses to starred/unstarred assembly questions, grievances, and RTI queries. xvi. Guide the preparation of progress reports, MIS submissions, skill gap analyses, and dashboard updates for senior leadership. xvii. Promote innovative skilling models and explore new domains. xviii. Record best practices, success stories and knowledge-sharing initiatives. xix. Drive policy feedback contributions to relevant government departments such as Women & Child Development, Culture, and Labour. xx. Allocate responsibilities to teams, review performance, and ensure delivery in mission-mode. xxi. Undertake any additional tasks or responsibilities entrusted by the Hon'ble CEO or senior management for the effective functioning of the Society.
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26) Manager – Gender and Social Inclusion (1 Positions)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Educational Qualification – graduate degree in Social Work, Development Studies, Policy, Social Sciences, or a related discipline from a recognized university/college. Postgraduate degrees will be required in similar fields. ii. Sector Experience – Minimum of 8 years of expertise in skill development and social inclusion within the education, skilling, livelihood, and TVET ecosystem in India. iii. Policy & Research Knowledge – Strong understanding of domestic and international policies, governance frameworks, and hands-on experience with gender and socioeconomic research methodologies. iv. Community Engagement & Outreach – Proven ability to work with diverse communities, including rural and urban populations, female beneficiaries, tribal youth, and local government institutions.
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	<ul style="list-style-type: none"> v. Communication & Language Skills – Excellent interpersonal, communication, and negotiation abilities, with proficiency in English and functional knowledge of Marathi (written and spoken). vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 – 1 lac/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Social Development Planning & Implementation – Design and execute project social development plans to enhance social inclusion and gender equality. ii. Methodology & Tools Selection – Identify and apply effective social development methods and tools to support project goals. iii. Regulatory Compliance & Technical Support – Ensure adherence to social development policies, provide technical guidance to stakeholders, and maintain regular reporting in alignment with best practices. iv. Communication Support – Assist in drafting necessary communication materials for project-related social development initiatives. Additional Program Support – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs. v. Promotion of Women Entrepreneurship in Rural and Urban Areas – Design and implement targeted initiatives to promote women entrepreneurship in both rural and urban settings, ensuring access to resources, finance, training, and market opportunities. vi. Capacity Building for Rural and Urban Women Entrepreneurs – Conduct tailored capacity-building programs, workshops, and mentorship initiatives to enhance the business skills and sustainability of women-led enterprises in diverse geographical contexts.

27) Assistant Manager - Skill Mission (4 Positions)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. A graduate degree in any discipline (or equivalent) is required and a postgraduate degree such as an MBA/ master's in social work/ IT / MCA (or equivalent) is desired from a recognized university/college are required. ii. Minimum of 5 years of experience in project management or in planning and implementing skill development initiatives at the state or departmental level. iii. Proven track record of planning and executing mission-mode projects, including strategy formulation and action plan implementation. Strong team management and multi-tasking capabilities are essential. iv. Proven ability in effectively coordinating with various departments, institutions, industry bodies, and associations. The candidate should possess a strong network within both government and non-government sectors. Desirable: <ul style="list-style-type: none"> v. Experience of working in mission-mode projects from inception to execution. vi. Familiarity with government policies, funding mechanisms, and schemes related to skill development in Maharashtra.
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	<p>vii. Experience working in State/Central Government departments.</p> <p>viii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.</p>
Salary	Rs. 0.6 – 0.8 lac/ Month
Roles and Responsibilities	<ol style="list-style-type: none"> i. Lead and provide operational support for the implementation of key skill development schemes such as Pramod Mahajan Kaushalya Va Udyojakta Vikas Abhiyan (PMKUVA), PMKVY, ACKVK and any other scheme implemented by MSSDS. ii. Coordinate with training centres to ensure smooth batch initiation, mobilization, and documentation. iii. Monitor timely and accurate data entry on Mahaswayam and SIDH portals, including: <ol style="list-style-type: none"> o Invoice processing support o Result and placement data updates o Training Centre onboarding status iv. Maintain and update databases, trackers, and documentation logs. v. Develop and drive mission-based strategies aligned with state and national skill development policies. vi. Oversee the effective implementation of state and centrally sponsored schemes across training partners and institutions. vii. Oversee the effective implementation of special projects. viii. Monitor training batch progress, ensure compliance with program norms, and guide corrective action where needed. ix. A strong team player with the ability to collaborate effectively across diverse teams and foster a supportive work environment x. Evaluate and propose for further necessary action of proposals from industry partners, training providers, and sector skill councils. xi. Review budget provisions, liability reports, and target allocations in coordination with finance and planning teams. xii. Lead coordination with divisional/district skill offices, line departments, industry bodies, and finance departments. xiii. Build strong public-private partnerships and interdepartmental convergence to enhance scheme reach and impact. xiv. Ensure adherence to audit requirements, statutory obligations, and administrative compliance. xv. Verify responses to starred/unstarred assembly questions, grievances, and RTI queries. xvi. Guide the preparation of progress reports, MIS submissions, skill gap analyses, and dashboard updates for senior leadership. xvii. Promote innovative skilling models and explore new domains.

	<ul style="list-style-type: none"> xviii. Record best practices, success stories and knowledge-sharing initiatives. xix. Drive policy feedback contributions to relevant government departments such as Women & Child Development, Culture, and Labour. xx. Allocate responsibilities to teams, review performance, and ensure delivery in mission-mode. xxi. Undertake any additional tasks or responsibilities entrusted by the Hon'ble CEO or senior management for the effective functioning of the Society.
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28) Assistant Manager - IT (1 Position)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. Educational Qualification – bachelor's degree (BE/B.Tech) in Computer Science or IT from a recognized university/college. ii. E-Governance Project Experience – At least 5 years of relevant experience in implementing e-governance projects for central/state government or other agencies. iii. Compliance & Cybersecurity Management – Oversee project execution while ensuring adherence to IT governance standards, cybersecurity protocols, and regulatory requirements. iv. Stakeholder Coordination & Government Engagement – Collaborate with government bodies, agencies, and stakeholders to facilitate smooth implementation and effective execution. v. Risk Assessment & Mitigation Strategies – Conduct risk evaluations, develop mitigation plans, and enforce security measures to ensure project stability and resilience. vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.6 – 0.8 lac/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Manage the complete lifecycle of departmental IT projects, from planning and development to UAT, go-live, and maintenance. ii. Coordinate with vendors to ensure high-quality delivery aligned with government standards. iii. Oversee seamless integration of modules, databases, APIs, and authentication systems (e.g., Aadhaar, DigiLocker). iv. Design real-time dashboards to track KPIs, service usage, and system health. v. Ensure dashboards are role-based, audit-ready, and aligned with government reporting standards. vi. Implement data visualization tools to support informed decision-making. vii. Act as the SPOC for IT vendors managing platform development and support. viii. Monitor performance through SLAs, version control, and quality benchmarks.

	<ul style="list-style-type: none"> ix. Oversee AMC, technical support, and backend infrastructure. x. Ensure compliance with MeitY guidelines, CERT-In advisories, and IT laws. xi. Implement data encryption, secure storage, and access control protocols. xii. Conduct regular risk assessments and manage incident response. xiii. Liaise with central/state departments, NIC, and agencies for compliance and policy alignment. xiv. Translate technical updates for administrative decision-making. xv. Support procurement, policy development, and tender evaluations. xvi. Improve portal architecture and UX/UI based on feedback and analytics. xvii. Recommend emerging tech (AI/ML, Chatbots, Analytics) for innovation. xviii. Lead technical documentation, change logs, and process manuals. xix. Monitor platform performance, troubleshoot issues, and manage server loads. xx. Ensure high availability systems, disaster recovery plans, and periodic audits. xxi. Handle backups, upgrades, and scalability requirements. xxii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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29) Assistant Manager – Gender and Social Inclusion (1 Positions)

Required Qualifications and Experience	<ul style="list-style-type: none"> vii. Educational Qualification – graduate degree in Social Work, Development Studies, Policy, Social Sciences, or a related discipline from a recognized university/college. Postgraduate degrees will be desirable in similar fields. viii. Sector Experience – Minimum of 5 years of expertise in skill development and social inclusion within the education, skilling, livelihood, and TVET ecosystem in India. ix. Policy & Research Knowledge – Strong understanding of domestic and international policies, governance frameworks, and hands-on experience with gender and socioeconomic research methodologies. x. Community Engagement & Outreach – Proven ability to work with diverse communities, including rural and urban populations, female beneficiaries, tribal youth, and local government institutions. xi. Communication & Language Skills – Excellent interpersonal, communication, and negotiation abilities, with proficiency in English and functional knowledge of Marathi (written and spoken). xii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.6 – 0.8 lac/ Month
Roles and Responsibilities	<ul style="list-style-type: none"> vii. Social Development Planning & Implementation – Design and execute project social development plans to enhance social inclusion and gender equality.

	<ul style="list-style-type: none"> viii. Methodology & Tools Selection – Identify and apply effective social development methods and tools to support project goals. ix. Regulatory Compliance & Technical Support – Ensure adherence to social development policies, provide technical guidance to stakeholders, and maintain regular reporting in alignment with best practices. x. Communication Support – Assist in drafting necessary communication materials for project-related social development initiatives. Additional Program Support – Undertake any additional tasks and duties assigned for the effective implementation of departmental programs. xi. Promotion of Women Entrepreneurship in Rural and Urban Areas – Design and implement targeted initiatives to promote women entrepreneurship in both rural and urban settings, ensuring access to resources, finance, training, and market opportunities. xii. Capacity Building for Rural and Urban Women Entrepreneurs – Conduct tailored capacity-building programs, workshops, and mentorship initiatives to enhance the business skills and sustainability of women-led enterprises in diverse geographical contexts.
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30) Assistant Account Officer (2 Positions)

Required Qualifications and Experience	<ul style="list-style-type: none"> i. A degree in Commerce, Accounting, Finance, or a related field from a recognized university/college is required. ii. Minimum of 8 years of professional experience in one or more of the following areas: accounting, auditing, costing, financial management, budgeting, financial control, team supervision, and office administration. OR Serving or retired AAO's from Maharashtra finance & Account Services. iii. Strong proficiency in accounting software, MS Office tools (especially Excel), and general computer skills. iv. Working knowledge of both Marathi and English (written and spoken) is essential for effective communication and documentation. v. Familiarity with government policies, funding mechanisms, and government budgeting. vi. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 Lac/- Per Month
Roles and Responsibilities:	<ul style="list-style-type: none"> i. Responsible for overall filing of documents, record maintenance, data management, and other related activities. ii. Collect relevant materials required for taking action on a receipt—such as existing subject files, other related papers/files, references, or any other pertinent material. iii. Supply relevant facts, figures, and documents pertaining to previous decisions and policies.

	<ul style="list-style-type: none"> iv. Prepare routine letters/replies for approval where noting is not required, issue reminders as necessary. v. Maintain a daily worksheet and submit a weekly arrears report to the Section Officer and/or Assistant Section Officer. vi. Prepare and submit monthly arrears reports. vii. Submit files to Officers and/or Section Officers for their perusal, guidance, and instructions. viii. Submit Tapal (Dak) to the Section Officer/Assistant Section Officer daily; ensure timely dispatch and maintain a register with the initials of recipients for all letters/documents. ix. Prepare a list of letters issued during the fortnight for which replies have not been received and send necessary reminders. x. Send relevant extracts or parts of receipts through Section Officers/Assistant Registrar/Superintendent to the concerned section or branch for remarks and/or necessary action. xi. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.
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31) Law Officer (1 Position) (MSSDS)

Required Qualification and Experience	<ul style="list-style-type: none"> i. Graduate in Law from a recognized University/Institution, with a postgraduate degree in Law. ii. A minimum of 3 years of relevant experience after acquiring the essential qualifications is required. iii. Language Proficiency: Strong command of English and functional knowledge of Marathi, both written and spoken. iv. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.75 lac / Per Month
Roles and Responsibilities	<ul style="list-style-type: none"> i. Drafts contracts, briefs, notices, memoranda, circulars, correspondence, orders, reports, and other legal documents. ii. Prepares routine letters (e.g., demand or inquiry) to delinquent parties. iii. Conducts preliminary reviews of cases arising from legal infractions, makes initial recommendations, and prepares drafts for submission to superiors. iv. Checks legal documents and papers for compliance and accuracy. v. Conducts legal research and preliminary investigations (trial-type) on administrative cases. vi. Facilitates arbitration and mediation services for delinquent parties in accordance with relevant legal procedures and court directives, including those under the Alternative Dispute Resolution framework. vii. Provides legal advisory and counselling services on official matters. viii. Performs any other legal or administrative duties assigned by senior officials from time to time. ix. Undertakes any additional tasks and duties assigned for the effective implementation of departmental programs.

32) Office Assistant (7 Positions)

Required Qualification and Experience	<ul style="list-style-type: none">i. Graduate with at least first Class (or equivalent) in any discipline of Arts, Commerce, or Science from a recognized university/college.ii. Minimum of 1 year of relevant working experience.iii. Typing speed of min 40 words per minute in English and min 30 words per minute in Marathi is required.iv. Basic computer proficiency is mandatory.v. Postgraduate degree in Science or Arts, with consistently good academic records, is preferred.vi. Familiarity with administrative practices, financial matters, human resource management, statutory functions, and academic activities within a society or similar institution.vii. Proficiency with Microsoft Office and working knowledge of AI programs such as Gemini, Co-Pilot, and ChatGPT are required.
Salary	Rs. 0.45 lac / Per Month
Roles and Responsibilities	<ul style="list-style-type: none">i. Responsible for overall filing of documents, record maintenance, data management, and other related activities.ii. Collect relevant material required for taking action on a receipt—such as the file on the subject (if one already exists), other related papers/files, references, or any other pertinent material.iii. Supply relevant facts and figures, as well as documents pertaining to previous decisions and policies.iv. Prepare routine letters/replies for approval where noting is not required, and issue reminders as necessary.v. Maintain a daily worksheet and submit a weekly arrears report to the Section Officers and/or Assistant Section Officers.vi. Prepare and submit monthly arrears reports.vii. Submit files to Officers and/or Section Officers for their perusal, guidance, and instructions.viii. Submit Tapal (Dak) to the Section Officer/Assistant Section Officer daily; ensure dispatch and track every entry in the register with the initials of the recipients of letters/documents.ix. Prepare a list of letters issued during a fortnight for which replies have not been received and send necessary reminders.x. Send relevant extracts or parts of receipts through Section Officers/Assistant Registrar/Superintendent to the concerned section or branch for remarks and/or necessary action.xi. Support basic finance-related tasks including maintaining cashbooks, working with Tally software, handling reconciliation statements, and assisting in internal audits.xii. Undertake any additional tasks and duties assigned for the effective implementation of departmental programs.

Annexure II

CURRICULUM VITAE

Sr. No	Details	Response			
1	Name of Applicant				
2	Applying for the Position (In Preference Order)	1)			
		2)			
3	Date Of Birth	(MM/DD/YYYY)			
4	Contact No.				
5	Email Id:				
6	Education	College/ University	Degree / Diploma Obtained	Percentage Obtained	Year of Passing
7	Membership of Professional Associations / Societies				
8	Summary of Key Domain Training & Certifications	1)			
		2)			
		3)			
		4)			
		5)			
9	Total Years of Experience:				
10	Kindly provide a list of the states where you have gained professional work experience.	1)			
		2)			
		3)			
		4)			
		5)			
11	Employment Record (From Current to End)	Employer	From	To	Position Held
		1)			
		2)			
		3)			
		4)			

		5)			
12	Skills & Competencies: Technical Skills - (For e.g. Auditing, Accounting, Policy Writing, Project Management, Stakeholder, MS Office, Tools & Technologies, etc..)				
13	Skills & Competencies: Soft Skills - (Communication, Presentation, Teamwork, etc..)				
14	Language of Proficiency	Language	Read	Write	Speak
		English			
		Marathi			
		Hindi			
		Others			
15	Reference - 1				
	1) Name of Person:				
	2) Current Designation / Position Held:				
	3) Current Organization:				
	4) Contact No:				
	5) Email Id:				
	6) Relationship with Candidate:				
	Reference - 2				
	1) Name of Person:				
	2) Current Designation / Position Held:				
	3) Current Organization:				
	4) Contact No:				
	5) Email Id:				
	6) Relationship with Candidate:				
16	Describe Yourself in terms of Your Core Strength & Values. Brief Description in 100 Words:				
17	Why do you think you are best suitable for this job ? Brief Description in 150 Words:				

18	Notice Period:	
19	Ready to Relocate Mumbai: (Yes/No)	

Certification:

I, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience.

I understand that any misstatement described herein may lead my disqualification and dismissal, if engaged.

Additionally, I also certify that I shall be available for the entire duration of the contract

Signature of Candidate

Date: