

# MAHARASHTRA STATE SKILLS UNIVERSITY

Established by Maharashtra Act VII of 2021 dated

23<sup>rd</sup> March 2021



Advertisement No. MSSU/01/statutory post/2022

## 1. **REGISTRAR**

Applications are invited from eligible candidates for following posts at Maharashtra State Skills University as per Section 81 of the Maharashtra State Skills University Act, 2021("Act").

### A) **Qualifications and Experience (Essential):**

1. Possess a master's degree with at least 55% of the marks or its equivalent grade of B in the UGC 7-point scale.

**and**

- (i) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 (as per VI<sup>th</sup> pay) (entry pay Rs.25,790 as per VII<sup>th</sup> pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VII<sup>th</sup> pay) and above including as Associate Professor along with valid experience in educational administration

**or**

- (ii) At least 15 years' Comparable experience in research establishment and/or other institutions of Higher Education

**or**

- (iii) 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

2. Knowledge of Marathi language is essential.

### B) **Qualifications and Experience (Desirable):**

- (i) Proven ability in Administration, preferably in a large educational or research institution.
- (ii) Ph.D. Degree.
- (iii) Proven ability to use of ICT in administration
- (iv) Excellent proficiency in English and Communication skills.

- C) **Nature of appointment:** Appointment of the Registrar shall be for a term of TWO years or until new appointment of officers are made as per the Act.

## **2. HEAD OF SKILL DEPARTMENT**

Applications are invited from eligible candidates for the post of Head Of Skill Dept (1 post) on the establishment of Maharashtra State Skills University as per Section 81 of the Maharashtra State Skills University Act, 2021.

### **A) Qualifications and Experience:**

- i. Professor / Principal with minimum aggregate teaching experience of 15 years

**or**

- ii. Research Scientist or Professional from the Industrial sector with a proven minimum aggregate Industrial/Entrepreneurial experience of 15 years in the process of establishment of an Enterprise / Industry and formation and execution of collaborations /Linkages at National /International level.
- iii. Should have successfully executed two major research / consultancy / Industrial projects out of which at least one should be a collaborative / joint project with Linkage to premier National/International University or Institution or Industry.
- iv. Knowledge in the field of Intellectual Property Rights and aspects associated there with desirable.

- ### **C) Nature of appointment:** Appointment shall be for a term of TWO years or until new appointment of officers are made as per the Act.

### **3. DIRECTOR OF ASSESSMENT AND EVALUATION**

Applications are invited from eligible candidates for the post of Director of Assessment and Evaluation (1 post) on the establishment of Maharashtra State Skills University as per Section 81 of the Maharashtra State Skills University Act, 2021.

#### **A) Qualifications and Experience (Essential):**

1. Possess a Master's Degree with at least 55% of the marks or its equivalent grade of B in the UGC 7 point scale; and

- (i) At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 (as per VI<sup>th</sup> pay) (entry pay Rs.25,790 as per VII<sup>th</sup> pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VII<sup>th</sup> pay) and above including as Associate Professor along with valid experience in educational administration or
- (ii) At least 15 years' Comparable experience in research establishment and/or other institutions of Higher Education or
- (iii) 15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

2. Knowledge of Marathi language is essential.

#### **B) Qualifications and Experience (Desirable):**

- (i) Proven ability in Administration, preferably in a large educational institution.
- (ii) Ph.D. Degree.
- (iii) Proven ability to use of ICT in evaluation process
- (iv) Proven experience of digital evaluation
- (v) Excellent proficiency in English and Communication skills.

#### **C) Nature of appointment:** Appointment of the Registrar shall be for a term of TWO years or until new appointment of officers are made as per the Act.

#### **4. DIRECTOR, INNOVATION, INCUBATION AND ENTERPRISE**

Applications are invited from eligible candidates for the post of Director – Innovation, Incubation and Enterprise (1 post) on the establishment of Maharashtra State Skills University as per Section 81 of the of the Maharashtra State Skills University Act, 2021.

##### **A) Qualifications and Experience:**

- i. Professor / Principal with minimum aggregate teaching experience of 15 years

**OR**

- ii. Research Scientist of Grade-F with minimum aggregate research experience of 10 yrs.

**OR**

- iii. Research Scientist or Professional from the Industrial sector with a proven minimum aggregate Industrial/Entrepreneurial experience of 15 years in the process of establishment of an Enterprise / Industry and formation and execution of collaborations /Linkages at National /International level.

**OR**

- iv. Associate Professor with 10 years of work experience and exposure of working with university outside India for 3 years and/or working with start-ups, investment funds for 2 years.
- v. Should have successfully executed two major research / consultancy / Industrial projects out of which at least one should be a collaborative / joint project with Linkage to premier National/International University or Institution or Industry.
- vi. Knowledge in the field of Intellectual Property Rights and aspects associated there with desirable.

- ##### **C) Nature of appointment:**
- Appointment shall be for a term of two years or until new appointment of officers are made as per the Act.

## **5. DIRECTOR, COUNSELLING AND PLACEMENT**

Applications are invited from eligible candidates for the post of Director – Counselling and Placement (1 post) on the establishment of Maharashtra State Skills University as per Section 81 of the of the Maharashtra State Skills University Act, 2021.

### **A) Qualifications and Experience:**

- i. The candidate must have a Bachelors' Degree in Learning Development/ Counselling / Placement. Masters' Degree will be preferable but not mandatory.
- ii. Priority will be given to candidates having certification or have done specialised counselling courses.
- iii. Experience of organizing Placement workshops and training sessions for Students.
- iv. Experience of planning, organizing and implementing new counselling, training, and educational outreach programs
- v. Overall experience and knowledge of various administrative aspects including financial responsibility of the unit by preparing the budget and supervising all expenditures.

### **C) Nature of appointment:** Appointment shall be for a term of two years or until new appointment of officers are made as per the Act.



**INSTRUCTIONS TO THE**  
**CANDIDATES**

- 1) Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and required experience and it is for the candidates themselves to ensure that they possess the prescribed qualifications and experience. No enquiry asking for advice as to eligibility will be entertained.
- 2) The candidates may apply as per mentioned details. Applications submitted after due date mentioned in the advertisement and times will not be considered and office will not be responsible for any delay due to technical / other reasons.
- 3) The candidates shall apply along with self-attested documents of educational qualification, experience etc. Candidates will be informed through registered e-mail ID at [contact@mssu.ac.in](mailto:contact@mssu.ac.in) from time to time as all information like documents required, scrutiny, interview schedule and results etc. No personal communication will be sent to the candidates in any other form.
- 4) The candidates are requested to be ready with the scanned image of the signature, passport size photo, all testimonials, documents mentioned in checklist and also valid e-mail and activated cell /mobile number.
- 5) Candidates called for interview will have to be present themselves at their own cost. (online/offline)
- 6) Candidates already in the service shall submit their applications through proper channel and attach the scanned copy of NOC from the present employer.
- 7) University reserves the right to fill up or not to fill the advertised post/s OR to alter, modify, cancel the entire advertisement.
- 8) Candidates should give the information regarding Court cases pending, Criminal cases, disciplinary actions or equivalent etc. Any changes in this information as and when occurred after the submission of application form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
- 9) As per the General Administration Department, Mantralaya, Mumbai-32 Notification No.SRV.2000/CR(17/2000)/XII, dated 28<sup>th</sup> March, 2005 in respect of 'Small Family', a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit, alongwith the application form, a declaration in prescribed FORM.
- 10) Qualifications, relevant experience and age shall be considered as on last date of receipt of application.
- 11) If selected, the appointment will be made after the verification of the original certificates of qualification, experience etc.
- 12) Applicants who are not eligible will not be informed independently/individually. Applicants are not allowed to make enquiry in this behalf.
- 13) In the event of any information being found false, incomplete or incorrect the candidature/appointment is liable to be cancelled/terminated.
- 14) Canvassing directly or indirectly, in any form will lead to disqualification.
- 15) Incomplete applications, applications without required enclosures, applications without requisite fees and applications not submitted in the manner, procedure and within prescribed time shall be summarily rejected.
- 16) The Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be made applicable.

Mumbai- 400 001

Date : XX<sup>th</sup> September, 2022

sd/-

Vice- Chancellor.



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Established by Maharashtra Act VII of 2021 dated 23<sup>rd</sup> March 2021

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### APPLICATION FOR THE POST OF DIRECTOR OF ASSESSMENT AND EVALUATION AT MAHARASHTRA STATE SKILLS UNIVERSITY (MSSU)

1	Name (First Name/ Middle Name/ Surname)	:	<hr/>
			(In Capital Letters)
2	Date of Birth	:	___/___/___
3	Correspondence Address	:	
4	Contact Number	:	
5	E-Mail	:	

**I. GENERAL INFORMATION OF THE APPLICANT****A. Present Position**

1	Designation	:	
2	Organization Name	:	
3	Pay Scale	:	
4	Date of Appointment to the Present Post	:	_ / _ / _
5	Total Experience in (Years & Months)	:	_ _ Years / _ _ Months

**II. ACADEMIC QUALIFICATIONS**

Qualification	Name of Board/ University	Year of Passing	Percentage of Marks	Class / Grade
10th				
12th				
Graduation				
Post- Graduation				
PhD / Other Qualifications				



<b>III. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA (ESSENTIAL)</b>	
1	Possess a master's degree with at least 55% of the marks or its equivalent grade of B in the UGC 7-point scale.  <b>AND</b>
(i)	At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 (as per VI <sup>th</sup> pay) (entry pay Rs.25,790 as per VII <sup>th</sup> pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VII <sup>th</sup> pay) and above including as Associate Professor along with valid experience in educational administration.  <b>OR</b>
(ii)	At least 15 years' comparable experience in research establishment and/or other institutions of Higher Education.  <b>OR</b>
(iii)	15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

<b>Please Attach Copy of Experience Certificate</b>				
<b>Post Held</b>	<b>Scale</b>	<b>Post Held From / To</b>	<b>Name of the Organization</b>	<b>Experience (Years/ Months)</b>

*(Please add columns/ rows as required)*

<b>IV. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA (DESIRABLE)</b>				
(i)	Proven ability in Administration, preferably in a large educational or research institution.			
	<b>Name of the Organization</b>	<b>Duration From – To</b>	<b>Position held</b>	<b>Nature of Work</b>
(ii)	Ph.D. Degree a) Name of the University:  b) Year of Award of PhD:  c) Faculty:  d) Title of the PhD Thesis:			
(iii)	Proven ability to use of ICT in Evaluation Process			
(iv)	Proven experience of Digital Evaluation			
(v)	Languages known			

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*(Please add columns/ rows as required)*

**V. No Objection Certificate from Current Employer**

VI. NAMES OF TWO REFERENCES				
Name of Reference	Designation	Phone No.	E-Mail ID	Nature of Professional Relationship with the Referee

**VII. Statement of Purpose elaborating the following aspects in not more than 500 words**

- Why you wish to join? (~200 words)
- How you are the best fit for this role? (~200 words)
- Exceptional achievements in past positions (relevant for this position). (~100 words)

**Please submit the following documents:**

1. NOC from Employer
2. Date of Birth Proof
3. Name Change certificate (if any)
4. Experience Certificate



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### **APPLICATION FOR THE POST OF DIRECTOR OF COUNSELLING AND PLACEMENT AT MAHARASHTRA STATE SKILLS UNIVERSITY** **(MSSU)**

1	Name (First Name/ Middle Name/ Surname)	:	<hr/>
			(In Capital Letters)
2	Date of Birth	:	__ / __ / ____
3	Correspondence Address	:	
4	Contact Number	:	
5	E-Mail	:	



**I. GENERAL INFORMATION OF THE APPLICANT****A. Present Position**

1	Designation	:	
2	Organization Name	:	
3	Pay Scale	:	
4	Date of Appointment to the Present Post	:	__ / __ / ____
5	Total Experience in (Years & Months)	:	__ Years / __ Months

**II. ACADEMIC QUALIFICATIONS**

Qualification	Name of Board/ University	Year of Passing	Percentage of Marks	Class / Grade
10th				
12th				
Graduation				
Post-Graduation				
PhD / Other Qualifications				

III. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA				
(i)	The candidate must have a Bachelors' Degree in Learning Development/ Counselling / Placement. Masters' Degree will be preferable but not mandatory.			
(i)	Certification / Specialized Counselling Courses (Preferred)			
(ii)	Experience of organizing Placement workshops and training sessions for Students.			
	<b>Name of the Organization</b>	<b>Duration From – To</b>	<b>Position held</b>	<b>Nature of Workshops / Trainings</b>
(iii)	Experience of planning, organizing and implementing new counselling, training, and educational outreach programs			
	<b>Name of the Organization</b>	<b>Duration From – To</b>	<b>Position held</b>	<b>Brief about Programs Conducted</b>

(Please add columns/ rows as required)

Please Attach Copy of Experience Certificate				
Post Held	Scale	Post Held From / To	Name of the Organization	Experience (Years/ Months)

*(Please add columns/ rows as required)*

#### IV. No Objection Certificate from Current Employer

V. NAMES OF TWO REFERENCES				
Name of Reference	Designation	Phone No.	E-Mail ID	Nature of Professional Relationship with the Referee

#### VI. Statement of Purpose elaborating the following aspects in not more than 500 words

- Why you wish to join? (~200 words)
- How you are the best fit for this role? (~200 words)

- Exceptional achievements in past positions (relevant for this position). (~100 words)

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### **APPLICATION FOR THE POST OF DIRECTOR OF INNOVATION,** **INCUBATION AND ENTERPRISE AT MAHARASHTRA STATE SKILLS** **UNIVERSITY (MSSU)**

1	Name (First Name/ Middle Name/ Surname)	:	<hr/>
			(In Capital Letters)
2	Date of Birth	:	___/___/___
3	Correspondence Address	:	
4	Contact Number	:	
5	E-Mail	:	

**I. GENERAL INFORMATION OF THE APPLICANT****A. Present Position**

1	Designation	:	
2	Organization Name	:	
3	Pay Scale	:	
4	Date of Appointment to the Present Post	:	_ / _ / _
5	Total Experience in (Years & Months)	:	_ _ Years / _ _ Months

**II. ACADEMIC QUALIFICATIONS**

Qualification	Name of Board/ University	Year of Passing	Percentage of Marks	Class / Grade
10th				
12th				
Graduation				
Post Graduation				
PhD / Other Qualifications				

### III. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA

1(i)	Professor / Principal with minimum aggregate teaching experience of 15 years			
	<b>OR</b>			
1(ii)	Research Scientist of Grade-F with minimum aggregated research experience of 10 years			
	<b>OR</b>			
1(iii)	Research Scientist or Professional from the Industrial sector with a proven minimum aggregate Industrial/Entrepreneurial experience of 15 years in the process of establishment of an Enterprise / Industry and formation and execution of collaborations /Linkages at National /International level.			
	<b>OR</b>			
1(iv)	Associate Professor with 10 years of work experience and exposure of working with university outside India for 3 years and/or working with start-ups, investment funds for 2 years.			
2	Should have successfully executed two major research / consultancy / Industrial projects out of which at least one should be a collaborative / joint project with Linkage to premier National/International University or Institution or Industry.			
	<b>Title / Name of the Project / Consultancy</b>	<b>Name of the Funding Agency</b>	<b>Nature of the Project</b>	<b>Amount Received (INR Lacs)</b>
3	Knowledge in the field of Intellectual Property Rights and aspects associated therewith (desirable).			

**Please Attach Copy of Experience Certificate**

<b>Post Held</b>	<b>Scale</b>	<b>Post Held From / To</b>	<b>Name of the Organization</b>	<b>Experience (Years/ Months)</b>

*(Please add columns/ rows as required)*

**IV. No Objection Certificate from Current Employer**

**V. NAMES OF TWO REFERENCES**

<b>Name of Reference</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail ID</b>	<b>Nature of Professional Relationship with the Referee</b>

**VI. Statement of Purpose elaborating the following aspects in not more than 500 words**



- Why you wish to join? (~200 words)
- How you are the best fit for this role? (~200 words)
- Exceptional achievements in past positions (relevant for this position). (~100 words)

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### APPLICATION FOR THE POST OF HEAD OF SKILL DEPARTMENT AT MAHARASHTRA STATE SKILLS UNIVERSITY (MSSU)

1	Name (First Name/ Middle Name/ Surname)	:	<hr/>
			(In Capital Letters)
2	Date of Birth	:	__ / __ / ____
3	Correspondence Address	:	
4	Contact Number	:	
5	E-Mail	:	

**I. GENERAL INFORMATION OF THE APPLICANT****A. Present Position**

1	Designation	:	
2	Organization Name	:	
3	Pay Scale	:	
4	Date of Appointment to the Present Post	:	__ / __ / ____
5	Total Experience in (Years & Months)	:	__ Years / __ Months

**II. ACADEMIC QUALIFICATIONS**

Qualification	Name of Board/ University	Year of Passing	Percentage of Marks	Class / Grade
10th				
12th				
Graduation				
Post-Graduation				
PhD / Other Qualifications				

III. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA				
(i)	Professor / Principal with minimum aggregate teaching experience of 15 years			
<b>OR</b>				
(ii)	Research Scientist or Professional from the Industrial sector with a proven minimum aggregate Industrial/Entrepreneurial experience of 15 years in the process of establishment of an Enterprise / Industry and formation and execution of collaborations /Linkages at National /International level.			
(iii)	Should have successfully executed two major research / consultancy / Industrial projects out of which at least one should be a collaborative / joint projects with Linkage to premier National/International University or Institution or Industry.			
	<b>Title / Name of the Project / Consultancy</b>	<b>Name of the Funding Agency</b>	<b>Nature of the Project</b>	<b>Amount Received (INR Lacs)</b>
(iv)	Knowledge in the field of Intellectual Property Rights and aspects associated there with desirable.			

(Please add columns/ rows as required)

Please Attach Copy of Experience Certificate				
<b>Post Held</b>	<b>Scale</b>	<b>Post Held From / To</b>	<b>Name of the Organization</b>	<b>Experience (Years/ Months)</b>



*(Please add columns/ rows as required)*

**IV. No Objection Certificate from Current Employer**

<b>V. NAMES OF TWO REFERENCES</b>				
<b>Name of Reference</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail ID</b>	<b>Nature of Professional Relationship with the Referee</b>

**Please submit the following documents:**

1. NOC from Employer
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### APPLICATION FOR THE POST OF REGISTRAR AT MAHARASHTRA STATE SKILLS UNIVERSITY (MSSU)

1	Name (First Name/ Middle Name/ Surname)	:	<hr/>
			(In Capital Letters)
2	Date of Birth	:	__/__/__
3	Correspondence Address	:	
4	Contact Number	:	
5	E-Mail	:	

**I. GENERAL INFORMATION OF THE APPLICANT**

A. Present Position			
1	Designation	:	
2	Organization Name	:	
3	Pay Scale	:	
4	Date of Appointment to the Present Post	:	_ / _ / _ _ _ _
5	Total Experience in (Years & Months)	:	_ _ Years / _ _ Months

**II. ACADEMIC QUALIFICATIONS**

Qualification	Name of Board/ University	Year of Passing	Percentage of Marks	Class / Grade
10th				
12th				
Graduation				
Post-Graduation				
PhD / Other Qualifications				

**III. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA**

1	Possess a master's degree with at least 55% of the marks or its equivalent grade of B in the UGC 7-point scale.  <b>AND</b>
(i)	At least 15 years' experience as Assistant Professor in the AGP of Rs.7000 (as per VI <sup>th</sup> pay) (entry pay Rs.25,790 as per VII <sup>th</sup> pay) and above or with 8 years of services in the AGP of Rs.8000 (entry pay Rs.29,900 as per VII <sup>th</sup> pay) and above including as Associate Professor along with valid experience in educational administration.  <b>OR</b>
(ii)	At least 15 years' comparable experience in research establishment and/or other institutions of Higher Education.  <b>OR</b>
(iii)	15 years of Administrative Experience of which 8 years shall be as Deputy Registrar or an equivalent post.

**Please Attach Copy of Experience Certificate**

Post Held	Scale	Post Held From / To	Name of the Organization	Experience (Years/ Months)

(Please add columns/ rows as required)

**IV. DETAILS OF EXPERIENCE POSSESSED AS PER ELIGIBILITY CRITERIA  
(DESIRABLE)**

(i)	Proven ability in Administration, preferably in a large educational or research institution.			
	<b>Name of the Organization</b>	<b>Duration From – To</b>	<b>Position held</b>	<b>Nature of Work</b>
(ii)	Ph.D. Degree a) Name of the University:  b) Year of Award of PhD:  c) Faculty:  d) Title of the PhD Thesis:			
(iii)	Proven ability to use of ICT in Administration			
(iv)	Languages known			



*(Please add columns/ rows as required)*

**V. No Objection Certificate from Current Employer**

<b>VI. NAMES OF TWO REFERENCES</b>				
<b>Name of Reference</b>	<b>Designation</b>	<b>Phone No.</b>	<b>E-Mail ID</b>	<b>Nature of Professional Relationship with the Referee</b>

**Please submit the following documents:**

1. NOC from Employer
2. Date of Birth Proof
3. Name Change certificate (if any)
4. Experience Certificate