

Maharashtra Education Society, Pune invites applications from the eligible candidates for the post/s as mentioned in the following table on or before 19th June 2023.

Candidates are advised to note carefully, the following information and instructions in this matter.

Name of the post	No. of Posts	Age	Required Qualifications & Experience	Required Skill set
Civil Engineer – For Pune Office	1	Between 30 and 45 years	<p>B, E. (Civil) with Minimum 7 years' experience of handling projects / maintenance projects independently.</p> <p style="text-align: center;">OR</p> <p>Diploma in Civil Engineering, with good track record of minimum 10-12 years of handling projects / maintenance projects independently.</p> <p>Should be able to handle all types of construction projects, repair and maintenance projects, independently.</p> <p>Ready to travel extensively</p>	<p>-Domain skills</p> <p>-Conversant with MS Office,</p> <p>-Knowledge of AutoCAD will be added advantage</p> <p>-Liaison</p> <p>-Ready to travel extensively</p>
Electrician – For Pune Office	1	Between 28 and 40 years	<p>ITI Electrician Course + NCTVT + License holder + 5 years' practical experience of handling all types of electrical installations project and maintenance project.</p> <p>Ready to travel extensively</p>	<p>-Domain skills</p> <p>-Knowledge of MS Office will be added advantage.</p>
ERP Coordinator – For Pune Office	1	Between 30 and 40 years	<p>B.Sc. (Computer) or BCA with 3-5 years of practical experience in the same field.</p> <p>Expected Job Profile:</p>	<p>-Domain skills</p> <p>-Conversant with MS Office and relevant computer technologies.</p> <p>-Drafting in Marathi and English</p>

			Understanding school and college unit requirements, Development of ERP teams at units, Coordination and training to end users, Customization as per requirement from ERP Vendor, Periodic reviews, Coordination of HO Unit, follow up activities, reporting to HO Action plan for implementation of all modules, Arranging meetings with unit heads and ERP in-charge at unit.	<ul style="list-style-type: none"> - Effective Communication and - Coordination skills - Liaison - Ready to Travel
Office Assistant (Record Keeper) For Pune Office	1	Between 30 and 40 years	<p>Any Graduate – Added advantage if holder of a B. Lib. Degree.</p> <p>Minimum Experience of 5 years working with large size organization. Well conversant with MS Office. Marathi and English typing</p>	<ul style="list-style-type: none"> - Knowledge of maintaining record of all Departments, and especially Civil Department. - Conversant with MS Office, - Filing and Indexing - Communication and coordination abilities
<p>Office Assistant (General)</p> <p>Locations:</p> <p>Two posts at Pune</p> <p>One Post at Shirwal, Dist.- Satara</p> <p>One Post in Kalamboli, Navi Mumbai.</p>	4	Between 25 and 35 years	<p>Any Graduate.</p> <p>Minimum Experience of 3-5 years.</p> <p>Well conversant with MS Office. Marathi and English typing.</p>	<ul style="list-style-type: none"> - Filing and indexing, - Maintaining Inward – Outward Register - Ability to perform work related to office routine. -Working knowledge of MS Office, -Effective Communication and coordination abilities. <p>Drafting along with fluent typing in Marathi and English through Shri-Lipi and Google typing tools.</p>

Instructions for submitting the application:

1. Applications of eligible candidates only, with full details and complete in all respects will be considered for shortlisting.
2. Application for the post along with your CV is to be forwarded on jobs@mespune.in
3. Only shortlisted candidates from eligible ones will be called for interview.
4. Intimation for the interview and its venue will be sent on mobile via sms and email.
5. Candidates shortlisted for the interview shall appear for interview at their own cost. No TA / DA will be paid by the Organization for attending the interview.
6. Candidates called for the interview should carry their CV and relevant documents with them.
7. Canvassing is strictly prohibited.
8. The management hereby reserves its right to reject any of the applications or summarily reject all the application received in response to this advertisement.
9. Last date for submitting the application is 19th June 2023.