



Maharshi Karve Stree Shikshan Samstha's  
**Cummins College of Engineering for Women**  
**An Autonomous Institutions**

Address : Mouje Sukali (Gupchup), Taluka: Hingna,  
 Nagpur- 441110

Approved by AICTE, New Delhi and DTE, Mumbai, Affiliated  
 to Rashtrasant Tukadoji Maharaj Nagpur University



## Job Description Details

### Non-Teaching Staff Requirements

Sr. no.	Designation	Number of Posts	Eligibility Criteria	Job Description
1	Administrative Officer	01	<ul style="list-style-type: none"> <li>Any Postgraduate</li> <li>Experience of Senior administrative posts</li> <li>Quick Decision maker</li> <li>Good Communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>Handle the complete Administration related work</li> <li>Resolve the issues of students, Parents &amp; Staff</li> <li>Resolve the maintenance and infrastructural related issues</li> <li>Conduction of Meetings to finalization of MoM work</li> <li>Handle the procurement related work</li> <li>Handle the HR related work</li> <li>Handle the Process of finalization of contracts and implementations</li> <li>Handle the complete process of all approval process related to Academics and Finance and all affiliations related work</li> <li>Ensure the timely submission of all the compliances</li> <li>Handle the administrative related work of Hostel and Canteen</li> <li>Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
2	Junior Clerks	04	<ul style="list-style-type: none"> <li>Any Graduate</li> <li>Having 2 years' experience</li> <li>Knowledge of MS-Office,</li> <li>Typing English and Marathi is essential</li> </ul>	<ul style="list-style-type: none"> <li>Drafting of letters and compliances of letters (Good command in Typing (English and Marathi), (Require command on MS Office (MS Word, MS Excel, MS Powerpoint etc.))</li> <li>Interaction with students, staffs and parents (Good communication skill)</li> <li>Maintain proper documentation and filing of letters</li> <li>The work and responsibilities assigned by institute</li> <li>Preferably Knowledge of MahaDBT / Scholarship / Examination section related work</li> <li>Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
3	Junior Clerk (Storekeeper cum Purchase Assistant)	01	<ul style="list-style-type: none"> <li>Any Graduate</li> <li>Having 2 years' experience</li> <li>Knowledge of MS-Office</li> <li>Typing English and</li> </ul>	<ul style="list-style-type: none"> <li>Drafting of letters and compliances of letters (Good command in Typing (English and Marathi), (Require command on MS Office (MS Word, MS Excel, MS Powerpoint etc.))</li> <li>Interaction with students, staffs and parents (Good communication skill)</li> </ul>



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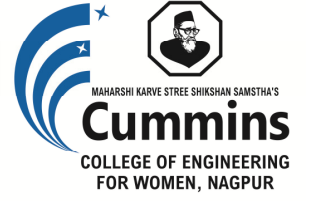
			Marathi is essential	<ul style="list-style-type: none"> <li>• Maintain proper documentation and filing of letters</li> <li>• Procurement related work (From Call the quotations to till the completion of procurement)</li> <li>• The work and responsibilities assigned by institute</li> <li>• Maintain Stock and proper entries</li> <li>• Maintain Stock Register, Deadstock Register, Consumable and Semi consumable Register etc.</li> <li>• Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
4	Senior Wireman	01	<ul style="list-style-type: none"> <li>• ITI in Electricals</li> <li>• Having at least 5 Years' experience of electrical maintenance work</li> </ul>	<ul style="list-style-type: none"> <li>• All Electrical Maintenance related work of all units of Nagpur</li> <li>• Maintenance of Solar Panel and Metering related work</li> <li>• Maintenance of Generator, Lift, Water Motor pumps and all electrical related maintenance work</li> <li>• Maintenance of records and documentation and proper filing</li> <li>• All Electricals related work of all Units</li> <li>• Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
5	Peon cum Helper	04	Minimum 10 <sup>th</sup> passed	<ul style="list-style-type: none"> <li>• The work assigned by department head and persons (Department related work) as required</li> <li>• Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
6	Lab Assistant in Mechanical Engineering Department	01	Diploma in Mechanical Engineering	<ul style="list-style-type: none"> <li>• Maintain Deadstock register, Consumable register and semi consumable register of each laboratory of respective department</li> <li>• Maintain the laboratory equipment's</li> <li>• Proper filing of documentation assigned by Head of Department or concerned persons of laboratory</li> <li>• All kind of work assigned by Department heads or concerned persons</li> <li>• Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>
7	Lab Attendant in Mechanical Engineering Department	01	ITI or equivalent course in Mechanical Engineering	<ul style="list-style-type: none"> <li>• Maintain the laboratory equipment's</li> <li>• Proper filing of documentation assigned by Head of Department or concerned persons of laboratory</li> <li>• All kind of work assigned by Department heads or concerned persons</li> <li>• Fulfilment of the work or responsibilities assigned by Head of the institute and Samstha</li> </ul>



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8	Senior Civil Engineer	01	B.E. Civil Engineering preferably having 5-10 Years of experience in execution, estimation and bill checking	•
9	Site Supervisor	01	B.E. in Civil Engineering preferably having 2 years' experience	<p>Job Summary: Responsible for overseeing civil, plumbing, carpentry, and maintenance work at site, ensuring projects are completed safely, on time, and as per quality standards.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Supervise daily site activities and workforce.</li><li><input type="checkbox"/> Ensure compliance with safety regulations and handle on-site incidents.</li><li><input type="checkbox"/> Monitor work progress and maintain project timelines.</li><li><input type="checkbox"/> Check drawings/blueprints for proper execution.</li><li><input type="checkbox"/> Maintain attendance records and evaluate worker performance.</li><li><input type="checkbox"/> Manage material inventory and coordinate procurement.</li><li><input type="checkbox"/> Conduct regular site inspections for safety and quality.</li><li><input type="checkbox"/> Report progress and updates to management.</li></ul>