



SNDT Women's University
Centre for Holistic Education, Training and Novel Advancements
(SNDTWU-CHETNA चेतना)

Date: February 25, 2025

Job Opportunities at SNDTWU CHETNA

Applications are invited from Candidates for the following posts to be filled in purely on a contractual basis for 06 months on a fixed honorarium at the **SNDT Women's University Center for Holistic Education, Training, and Novel Advancements (SNDTWU CHETNA)**, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038. of the University **on or before 11.03.2025**.

Position Details:

1. Administrative Coordinator - 01

- **Type:** Full-time (Purely Temporary Basis)
- **Tenure:** 11 months (extendable by further orders)
- **Salary:** ₹40,000/month
- **Location:** SNDT Women's University, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038

Roles and Responsibilities:

- Manage daily administrative operations of SNDTWU CHETNA.
- Facilitate effective communication and coordination across various stakeholders.
- Ensure timely execution of assigned tasks and projects.
- Assist in organizing events, maintaining records, and overseeing compliance with university policies.

Eligibility Criteria:

- Educational Qualifications: Any Post-graduate, preference will be given to a course in management
- Experience: 3-5 years in administrative roles in academic institutions
- Age below 40 years

Desirable Skills:

- Strong organizational skills
- Effective communication and collaboration skills
- Proficiency in Marathi, Hindi, and English
- Interpersonal skills
- Proficiency in office management and digital tools

2. Content Manager

- **Type:** Full-time (Purely Temporary Basis)
- **Tenure:** 11 months (extendable by further orders)
- **Salary:** ₹30,000/month

- **Location:** SNDT Women's University, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038

Eligibility Criteria:

- **Educational Qualifications:** Any Post-graduate, preference will be given to a course in Education, i.e. B.Ed., M.Ed.
- **Experience:** 1-2 years in the said role in academic institutions or EduTech Companies
- Age below 40 years
- **Desirables: ICT skills, including proficiency in:**
 - Managing online admissions and course content.
 - Learning Management System (LMS) operations.
 - E-content development and management.
 - Conducting online exams and issuing certifications.
 - Strong technical aptitude and adaptability in digital environments.

Roles and Responsibilities:

- Oversee the management of e-content and online course delivery.
- Coordinate online admissions, exams, and certification processes.
- Develop and manage content for digital learning platforms.
- Ensure seamless operation and troubleshooting of Learning Management Systems (LMS).

3. Clerk cum Accountant

- **Type:** Full-time (Purely Temporary Basis)
- **Tenure:** 06 months (extendable by further orders)
- **Salary:** ₹18,000/month
- **Location:** SNDT Women's University, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038

Eligibility Criteria:

- **Educational Qualifications:** Any graduate in Commerce and Accounting
- **Experience:** 1-2 years in administrative roles in academic institutions
- **Desirables:**
 - Knowledge of accounting practices and bookkeeping.
 - Familiarity with MS Office and Tally software.
 - Strong attention to detail and organizational skills.
 - Good communication skills

Roles and Responsibilities:

- Maintain financial records, process invoices, and prepare budgets.
- Handle day-to-day clerical tasks and documentation.
- Assist with auditing, reconciliation, and reporting.

4. Peon

- **Type:** Full-time (Purely Temporary Basis)
- **Tenure:** 06 months (extendable by further orders)
- **Salary:** ₹10,000/month

- **Location:** SNDT Women's University, Maharshi Karve Vidyavihar, Pune Campus, Karve Road, Pune 411038

Eligibility Criteria:

- **Educational Qualifications:** Minimum 10th Pass
- **Desirables:**
 - Ability to handle basic office tasks efficiently.
 - Courteous behavior and a willingness to assist staff and visitors.
 - Basic communication ability

Roles and Responsibilities:

- Maintain cleanliness and orderliness in the office.
- Assist in delivering files, documents, and messages.
- Support staff during events and daily operations.

Selection Process:

Candidates will be selected based on merit through a process comprising:

1. **Application Review and scrutiny**
2. **Interview**

How to Apply:

Interested candidates are requested to submit their application on plain paper with relevant scanned documents and detailed CVs **by 11th March 2025** to office@chetna.sndt.ac.in

Registrar,
SNDT Women's University, Mumbai

एस.एन.डी.टी. महिला विद्यापीठातील 'चेतना' केंद्रा'मध्ये नोकरीच्या संधी!

एस.एन.डी.टी. महिला विद्यापीठाच्या पुणे येथील 'चेतना' केंद्रासाठी खालील पदांसाठी अर्ज मागविण्यात येत आहेत. पदांची माहिती:

1. प्रशासकीय समन्वयक (Administrative Coordinator)

- मानधन: ₹40,000 प्रतिमहिना
- अर्हता: कोणत्याही शाखेचा पदवीधर, ३-५ वर्षांचा प्रशासकीय अनुभव आवश्यक
- भाषा कौशल्य: मराठी, हिंदी, इंग्रजी
- कालावधी: ११ महिने

2. कन्टेंट मॅनेजर (Content Manager)

- मानधन: ₹30,000 प्रतिमहिना
- अर्हता: कोणत्याही शाखेचा पदवीधर, LMS, ऑनलाइन परीक्षा, इ-कन्टेंट व्यवस्थापन व डिजिटल मार्केटिंगचे कौशल्य आवश्यक
- कालावधी: ११ महिने

3. लिपिक व लेखापाल (Clerk cum Accountant)

- मानधन: ₹18,000 प्रतिमहिना
- अर्हता: कोणत्याही शाखेचा पदवीधर, MS Office व Tally कौशल्य आवश्यक
- कालावधी: 06 महिने

4. शिपाई (Peon)

- मानधन: ₹10,000 प्रतिमहिना
- अर्हता: किमान १०वी उत्तीर्ण
- कालावधी: 06 महिने

निवड प्रक्रिया: जाहिरात, अर्जाची छाननी आणि मुलाखत

अर्ज कसा करावा:

आपला अर्ज आणि आवश्यक कागदपत्रे office@chetna.sndt.ac.in येथे ११ मार्च २०२५ पर्यंत सादर करावीत. अधिक माहितीसाठी www.sndt.ac.in येथे संपर्क साधा.

कुलसचिव