



**KRISHNA  
VISHWA  
VIDYAPEETH**

(Deemed to be University)

Knowledge • Innovation • Excellence

Accredited by NAAC with 'A+' grade

An ISO 9001:2015 Certified University

Declared U/s 3 of UGC ACT 1956 vide Notification no.F.9-15/2001-U.3  
of the Ministry of Human Resource Development, Govt. of India

Karad, Dist. : Satara (Maharashtra State) Pin : 415539

Tel : 02164-241555-8 (Extn. 462) Fax: 02164-243272/242170

Website : [www.kvv.edu.in](http://www.kvv.edu.in) | E-mail: [registrar@kvv.edu.in](mailto:registrar@kvv.edu.in)

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(Formerly known as Krishna Institute of Medial Sciences “Deemed to be University”, Karad)

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**Instructions in reference to advertisement dated 19/08/2024 published in Indian Express, Financial Express & Loksatta regarding Administrative Positions to be filled in the Krishna Vishwa Vidyapeeth (Deemed to be University), Karad.**

1. Educational Qualification & Experience for the post of **Receptionist** will be as per mentioned below,

**Education**

Minimum Graduation from any stream from a recognized university with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

**Experience**

- i. Minimum 1-2 years' experience as Receptionist or Customer care desk.
- ii. Fluency in communication (English, Hindi & Marathi).
- iii. Good Time management skill & Computer Knowledge (Word / Excel & Power Point).
- iv. Good coordination skill & multitasking in officials.
- v. Ready to work at Pune or Karad Location.

Priority will be given to candidates with relevant experience at the Health Science University.

2. Educational Qualification & Experience for the post of **Housekeeping Supervisor** will be as per mentioned below.

**Education**

Sanitary Inspector Diploma or Degree in a recognized University / Institute.

**Experience**

- a) 2-5 years of experience in Sanitation / Housekeeping Department.
- b) Ensure to provide excellent services in Education & Healthcare Sector.
- c) Good Knowledge of Chemical Equipment Related to Cleaning.



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- d) Expert to teach housekeeping staff for all the relevant processes & protocol as per ISO / NABH / NAAC etc. related norms.
- e) Ready for rotational duties.
- f) Ready to work at Karad location.

3. Educational Qualification & Experience for the post of **Sanitary Inspector** will be as per mentioned below.

**Education**

Graduate degree with Sanitary Inspector Diploma or Certification from a recognized University or Institute.

**Experience**

- a) Minimum 5-7 years' experience as Sanitary Inspector in Medical College attached Hospital.
- b) Ensure to provide excellent services in education & healthcare sector.
- c) Must Knowing Safety protocols and SOP's as per safety norms.
- d) Good knowledge of Chemical & Equipment related to Sanitation
- e) Expert to tach housekeeping supervisor & staff for all the sanitary procedures as per NMC guidelines.
- f) Experience of ISO / NABH / NAAC etc. Inspections.
- g) Ready to work at karad location.

4. Educational Qualification & Experience for the post of **Office Superintendent** will be as per mentioned below.

**Education**

MBA in Hospital Administration and Post graduate degree or equivalent qualification from recognized university with at least 55% marks.

**Experience**

- i. Minimum 5-10 years' experience in Operations & Administration.
- ii. Good Knowledge of Man Management & Office Administration.
- iii. Computer proficiency.



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- iv. Good Verbal & Written communication in (English, Hindi & Marathi)
  - v. Good Leadership & Presentation skill
  - vi. Experience of ISO / NABH / NAAC etc. Inspections.
  - vii. Ready to work at Pune or Karad location.
5. Experience from recognized Institutions will only be counted.
  6. All the above posts are for Open/General Category
  7. Number of posts are subject to change.
  8. Pay Scale: As per University norms.
  9. Application should be submitted online in prescribed format available on website on or before 02/09/2024 on the Link following links
    - Link for the Administrative positons: <https://kvv.edu.in/various-posts/>
  10. Application received after the due date will not be considered. Application other than the prescribed format and mode (online) will not be accepted.

Date of Interview will be informed on the website. Shortlisted candidates will be informed by mail. No TA/DA will be applicable. Candidates have to attend interview at own cost.

**Date:** 19/08/2024.

**Place:** Karad.

Sd/-

**Registrar**

Krishna Vishwa Vidyapeeth  
(Deemed to be University), Karad