



KRISHNA VISHWA VIDYAPEETH

(Deemed to be University)

Knowledge • Innovation • Excellence

Accredited by NAAC with 'A+' Grade, An ISO 9001:2015 Certified University

A/P. Malkapur - 415539, Tal-Karad, Dist-Satara (Maharashtra)

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(Formerly known as Krishna Institute of Medical Sciences
"Deemed to be University", Karad)

REQUIRED

Online applications are invited from the eligible and qualified candidates for the following posts to be filled in Krishna Vishwa Vidyapeeth, Karad, Maharashtra.

1. Finance Officer	01 (Karad)
2. Deputy Finance Officer	01 (Karad)
3. Assistant Finance Officer	01 (Karad)
4. Assistant HR Manager	01 (Karad)
5. Project Manager (Civil)	01 (Shirwal)
6. Junior Engineer (Civil)	01 (Shirwal)
7. Maintenance Engineer (Civil)	01 (Karad)
8. Estate and Security Manager	01 (Karad/Shirwal)
9. Billing Engineer	01 (Shirwal)
10. Purchase cum Store Officer	01 (Karad)
11. Chief Accountant	01 (Karad)
12. Librarian	01 (Karad)
13. Office Superintendent	02 (Pune & Karad)
14. Guest House Incharge	01 (Karad)
15. Receptionist	02 (Pune & Karad)
16. House Keeping Supervisor	01 (Karad)
17. Sanitary Inspector	01 (Karad)
18. Clerk	03 (Pune & Karad)
19. DTP Operator	01 (Karad)

For detailed information about qualifications and experience for above posts and online application, please visit: <http://kvv.edu.in/advnt012025/>
The last date of receiving online applications will be 04.02.2025.

sd/-

REGISTRAR

Krishna Vishwa Vidyapeeth
(Deemed to be University), Karad
(Formerly Known as KIMSDU)

Date: 21/01/2025

Place: Karad

Details in reference to advertisement dated 21st January 2025 regarding positions for the post of Finance Officer, Deputy Finance Officer, Assistant Finance Officer, Assistant HR Manager, Project Manager (Civil), Junior Engineer (Civil), Maintenance Engineer (Civil), Estate and Security Manager, Billing Manager, Purchase cum Store Officer, Chief Accountant, Librarian, Office Superintendent, Guest House Incharge, Receptionist, House Keeping Supervisor, Sanitary Inspector, Clerk, DTP Operator in the Krishna Vishwa Vidyapeeth (Deemed to be University), Karad.

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

Education

M.Com or equivalent qualification from a recognized university with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

Desirable: Chartered Accountant (CA) or ICWA Professional Qualifications

Experience

- i. Minimum 5 years' experience as Finance Officer or equivalent in any University/Educational Institution.
- ii. Excellent knowledge of accounting regulations and procedures In Educational Institute/Charitable Trust.
- iii. Working knowledge of GST, TDS and other statutory remittances.
- iv. Hands-on experience with accounting software like Tally, QuickBooks and other ERP software.
- v. Proficiency in MS Excel, including V lookup and Pivot MS Office, Gmail, Google Documents and Excel/Google Sheets.

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

2. Educational Qualification & Experience for the post of **Deputy Finance Officer** will be as per mentioned below,

Education

M.Com or equivalent qualification from a recognized university with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

Desirable: Chartered Accountant (CA) or ICWA Professional Qualifications

Experience

5 Years of Administrative experience as a Deputy Finance Officer or in equivalent post in any University/Educational Institution.

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

3. Educational Qualification & Experience for the post of **Assistant Finance Officer** will be as per mentioned below,

Education

M.Com or equivalent qualification from a recognized university with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

Desirable: Chartered Accountant (CA) or ICWA Professional Qualifications

Experience

5 Years of Administrative experience as an Assistant Finance Officer or in equivalent post in any University/Educational Institution.

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

4. Educational Qualification & Experience for the post of **Assistant HR Manager** will be as per mentioned below,

Education

MBA or equivalent qualification from a recognized university with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

Experience

5 Years of Administrative experience as an Assistant HR Manager or in equivalent post in any University/Educational Institution.

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

5. Educational Qualification & Experience for the post of **Project Manager (Civil)** will be as per mentioned below,

Education

B.E. (Civil) from a recognized university with minimum 60 % of the marks or equivalent grade in a point scale wherever grading system is followed.

Experience

Minimum 10 years site experience. Should be able to handle complete site execution independently with close coordination with consultants and staff. Preferable experience in institutional works.

6. Educational Qualification & Experience for the post of **Junior Engineer (Civil)** will be as per mentioned below,

Education

B.E. (Civil) / Diploma (Civil) from a recognized University / Board with minimum 60 % of the marks or equivalent grade in a point scale wherever grading system is followed.

Experience

Minimum 3-4 years' experience. Should be adept in AutoCAD, excel, etc.

7. Educational Qualification & Experience for the post of **Maintenance Engineer (Civil)** will be as per mentioned below,

Education

B.E. (Civil) / Diploma (Civil) from a recognized University / Board with minimum 60 % of the marks or equivalent grade in a point scale wherever grading system is followed.

Experience

Minimum 3-4 years' experience. Should be adept in AutoCAD, excel, etc.

8. Educational Qualification & Experience for the post of **Estate and Security Manager** will be as per mentioned below,

Education

- i. Bachelor's / Master Degree from a recognized University / Institution

OR

- ii. Defense services background (equivalent examination)

Experience

- i. Five years' experience as a Supervisor / Supervisory Position in Security in the Central/Deemed/Private Universities.
- ii. Must have experience of Managing a Campus of about 60 Acres and more than 250 security personnel.
- iii. Persons who have served in the Army or such Uniformed Service at Junior Commissioned Officer (JCO) level or equivalent or above will be preferred.

9. Educational Qualification & Experience for the post of **Billing Engineer** will be as per mentioned below,

Education

B.E. / DCE from a recognized university / Board with minimum 60 % of the marks or equivalent grade in a point scale wherever grading system is followed.

Experience

Minimum with 3-4 years of experience in billing of item rate works. Should be adept in AutoCAD, excel, etc.

10. Educational Qualification & Experience for the post of **Purchase cum Store Officer** will be as per mentioned below,

Education

Master Degree from a recognized Institute/ University or equivalent.

Experience

- i. At least 5 years of experience as purchase cum Store officer in the well-known Health Sciences University with more than 1200 beds capacity hospital.
- ii. Manage and Monitor day to day Activities of Purchase & Central Store.
- iii. Connect with all Department heads to determine their procurement needs.
- iv. Sourcing materials, goods, products, and services and negotiating the best or most cost-effective contracts and deals.
- v. Performing inventory inspections and reordering supplies and stock as necessary.
- vi. Expert in Inventory Control and Stock Management.
- vii. Expert in Audit Process (Internal & External)
- viii. Updating and maintaining records of all orders, payments, and received stock.
- ix. Ensure compliance with institution policies and procedures.

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

11. Educational Qualification & Experience for the post of **Chief Accountant** will be as per mentioned below.

Education

Post Graduate Degree including MBA (Finance) or M.Com with minimum 55% of the marks or equivalent grade in a point scale wherever grading system is followed.

Desirable: Chartered Accountant (CA) or ICWA Professional Qualifications

Experience

- i. A minimum of 10 years of experience in a supervisory position maintaining audited accounts, preparing budgets and ensuring compliance with administrative processes and legal regulations, in a recognized University or other public or private entity with over 3000 employees on the payroll and having a turnover of more than INR 30 crores;
- ii. Working knowledge of GST, TDS and other statutory remittances;

- iii. Excellent knowledge and hands-on experience with accounting software like Tally, QuickBooks and other ERP software;
- iv. Proficiency in MS Excel, including V lookup and Pivot MS Office, Gmail, Google Documents and Excel/Google Sheets;
- v. Fluency in written and oral English communication with excellent drafting, formulation and reporting skills;

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

12. Educational Qualification & Experience for the post of **Librarian** will be as per mentioned below.

Education

- i. A Master's Degree in Library Science/Information Science/Documentation Science with at least 55% marks or an equivalent grade in a point - scale wherever the grading system is followed.
- ii. A Ph.D. Degree in library science/information science/documentation /archives and manuscript-keeping.

Experience

- i. At least ten years as a Librarian at any level in University Library or ten years of teaching as Assistant/Associate Professor in Library Science or ten years' experience as a College Librarian.
- ii. Evidence of innovative library services, including the integration of ICT in a library.

13. Educational Qualification & Experience for the post of **Office Superintendent (Hospital, Sanitation and Quality Management)** will be as per mentioned below.

Education

Post-graduation in any faculty or MBA.

Experience

5 to 10 years' of experience in the Hospital Administration, Sanitation and Quality Management preferably in the Hospital attached to the Medical College.

At least 5 years' of experience of handling work of NABL/NABH accreditations in the Hospital Administration Sanitation and Quality Management preferably in the Hospital attached to the Medical College.

ROLES AND RESPONSIBILITIES

- i. Supervise day-to-day administrative operations of the hospital.
- ii. Preparation of the policies for Hospital Administration, Sanitation and Quality Management and implement the same efficiently and effectively.
- iii. Prepare work schedules for staff and train new employees.
- iv. Monitor the discipline and performance of the administrative staff.
- v. Help and answer the queries of doctors, nurses, administrative, supporting, sanitary and other staff.
- vi. Resolve the queries of OPD and IPD patients and their relatives.
- vii. Ensure the daily cleanliness of all hospital area with the help of sanitary staff.
- viii. Resolve the grievances of patients and their relatives pertaining to the services provided by the hospital.
- ix. To supervise daily operations within all wards, OPD's and various Departments of the hospital.
- x. To initiate the procedure for ISO Certification for Quality Management System and ensure timely compliance.
- xi. Monitor and operate the resources of hospital in a cost-effective way.
- xii. Any other work assigned by the Management from time to time.

Skills Required

- i. Experience in the Hospital Administration, Sanitation and Quality Management preferably in the Hospital attached to the Medical College.
- ii. Should have Hands-on experience with Hospital Management Information

System (HMIS) and Microsoft Office.

- iii. Thorough knowledge of Quality Management Procedures and Principles.
- iv. Knowledge of medical terms and hospital procedures.
- v. Good understanding of healthcare procedures and regulations.
- vi. Familiar with Sanitation, Quality Management and Medical Transcription.
- vii. Familiar with food safety and safety standards to be followed in the hospital.
- viii. Good organizational and time management skills.
- ix. Ability to supervise, motivate and train team members.
- x. Positive and Problem-solving attitude.

14. Educational Qualification & Experience for the post of **Guest House Incharge** 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, with Excellent communication and interpersonal abilities.

Experience

Minimum 3 years of experience of in hospitality management, with a focus on Guest relations and service excellence.

15. 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.

16. 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

- i. 2-5 years of experience in Sanitation / Housekeeping Department.
- ii. Ensure to provide excellent services in Education & Healthcare Sector.
- iii. Good Knowledge of Chemical Equipment Related to Cleaning.
- iv. Expert to teach housekeeping staff for all the relevant processes & protocol as per.
- v. ISO / NABH / NAAC etc. related norms.
- vi. Ready for rotational duties.
- vii. Ready to work at Karad location.

17. 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

- i. Minimum 5-7 years' experience as Sanitary Inspector in Medical College attached
- ii. Hospital.
- iii. Ensure to provide excellent services in education & healthcare sector.
- iv. Must Knowing Safety protocols and SOP's as per safety norms.
- v. Good knowledge of Chemical & Equipment related to Sanitation
- vi. Expert to tach housekeeping supervisor & staff for all the sanitary procedures as

per NMC guidelines.

- vii. Experience of ISO / NABH / NAAC etc. Inspections.
- viii. Ready to work at Karad location.

18. Educational Qualification & Experience for the post of **Clerk** will be as per mentioned below.

Education

Graduate degree from a recognized University or Institute, MS-CIT, English Typing speed 40 wpm and Marathi Typing speed 30 wpm.

Experience

Minimum 3 years' of experience as a Clerk in Educational Institute.

19. Educational Qualification & Experience for the post of **DTP Operator** will be as per mentioned below.

Education

Degree / Diploma in Desktop Publishing from Directorate General of Training (DGT) from a recognized University or Institute, proficiency in Desktop Publishing Software i.e. Coral Draw, PageMaker, Adobe Photoshop, Adobe Design, Adobe Illustrator, Microsoft Publisher etc.

Experience

Minimum 3 years' of experience as a DTP Operator in Educational Institute.

20. **Pay Scale: As per University norms.**

21. **Application should be submitted online in prescribed format available on website on or before 04th February, 2025 on the Link: <https://kvv.edu.in/advnt012025/>**

22. **Application received after the due date will not be considered. Application other than the prescribed format and mode (online) will not be accepted.**

23. **Number of posts are subject to change.**

24. **All the above posts are for Open/General Category.**

25. **Experience from recognized Institutions will only be counted.**

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: 21.01.2025
Place: Karad

Sd/-
Registrar
Krishna Vishwa Vidyapeeth
(Deemed to be University), Karad