



**LOKNETE DR. BALASAHEB VIKHE PATIL(PADMA BHUSHAN AWARDEE)
PRAVARA RURAL EDUCATIONSOCIETY, PRAVARANAGAR.**

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APPOINTMENTS

Adv. No. :02/2022

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar is located 20 km. from Shirdi, Holy Shrine of Shri Saibaba and recognized as Rural India's novel Education Society and also Pioneer of Co-operative Sugar Industry. It is an ultra-modern and multidimensional complex providing education to more than 40,000 students. We have a number of educational institutions like College of Engineering, MBA, Pharmacy, Architecture, Home Science, Dairy Science, Agricultural Biotechnology, Agriculture, Agriculture Business Management, Arts, Commerce & Science and Medical College with 1200 bedded ultra modern facility hospital, offering Education from Graduate to doctorate level, besides Secondary and Higher Secondary Schools, Residential English Medium Schools for boys & girls.

Applications are invited from eligible candidates for the following posts –

(1) Chief Executive Officer : (01 post)

Qualification : Ph.D. in Engineering/Pharmacy/Agriculture/Science/Management from the recognised institute or university.

Experience: Minimum 20 years of experience in teaching out of which 5 years on the post of Principal/Dean and 5 years should have worked as administrative head of trust/society/company working for diversified educational institutes i.e. engineering, pharmacy, school management, agriculture institute etc. and at least five diversified institution under the trust. The candidate must have proven track record for effective management and result driven leadership preferably in educational Institute and he should also involved in recruitment procedure. Minimum 10 years experience on the position of higher level management. The appointment is on contractual basis for the period of 3 years and may be extended on the basis of performance. Age of the candidate for the post of Chief Executive Officer should not exceed more than **60 years**.

Roles & Responsibility :

- The CEO is responsible for developing and assessing the organisation strategy to fulfil the organisational objectives.
- To help employees and board of directors to better understanding the upcoming expectations and short term and long term growth of organisation.
- The officer will work closely with the Chairman, Board of Directors and as the main link between the management and various Institutions.
- He will be responsible for the material, manpower and financial management of the trust.

(2) Director Academic & Research : (01 post)

Qualification: Ph.D. in Engineering/Pharmacy/Agriculture/Science/Management from the recognised institute or university.

Experience : Minimum of 20 years' experience in research and should have successfully guided two students for Ph.D. as **main guide** (experience as professor in any one of the above discipline is preferable) Having exposure of getting grants from various funding agencies is essential. Minimum 20 research publication **are required out of which minimum 15 should be published** in UGC approved/SCI/Scopus journals and **minimum two should be published in prestigious international journals in US/UK**. Age of the candidate for the post of Chief Executive Officer should not exceed more than **55 years**.

Roles & Responsibility :

- To motivate the faculty for research.
- To coordinate and carrying out research activities in technical and non-technical Institutes.
- To monitor the progress of new and existing programs.
- To develop and monitor R&D plans for the institutes and should take-up original research activity .
- To maintain a competitive innovation portfolio, and managing research partnerships.
- To develop research culture in the institute.
- To motivate each faculty of the institute to publish at least two research paper per year in UGC approved journals.

(3) Director HR & Skill Development : (01 post)

Qualification : A Post Graduate Degree in Business/Public Administration or Human Resource Management degree from recognized Institute or University. (Ph.D. preferable)

Experience : Minimum 15 years of experience in relevant field with a knowledge of Laws and regulations of Govt. of Maharashtra/UGC/AICTE/DTE etc., should be able to handle the conflict of employees and should aware of the methods of recruitments (rules & regulations), PF regulations, gratuity rules, service conduct rules and insurance benefit. Age of the candidate for the post of Chief Executive Officer should not exceed more than **55 years**.

Roles & Responsibility :

- To develop recommend and implement HR Management strategies and policies in support of our organizational objectives
- To advice board and the management for enhancement of organization structures and process.
- To handle the situation with excellent interpersonal communication skills, diplomatic and negotiation skills.
- To develop plans, devising strategies for performance evaluation, staffing, training and development for variety of HR matters such as compensation, benefits, health and safety etc.

(4) Business Development Officer : (01 post)

Qualification: Post Graduate Degree in Business Administration or equivalent from recognized Institute or University

Experience: Minimum 15 years experience in relevant field. He should possess excellent written, communication and analytical skills. Age of the candidate for the post of Chief Executive Officer should not exceed more than **55 years**.

Roles & Responsibility :

- To travel to meet clients, attend conferences and research new markets as needed.
- To Develop and sustain solid relationships with organization stakeholders and customers.
- To analyse customer feedback data to determine whether customers are satisfied with services.
- To train and guide business development staff.
- To Create and improve proposals for existing and new clients.
- To prepare the budget and continually track expenses.

(5) Executive Assistant to Chairman : (01 post)

Qualification: Graduate/Post Graduate Degree in any faculty from recognized Institute or University.

Experience: Minimum 5 years of experience as an Executive Assistant in reputed educational institute /Company having approximately 4000 employees with excellent communication skills, computer knowledge, short hand. Age of the candidate for the post of Chief Executive Officer should not exceed more than **40 years**.

Roles & Responsibility :

- TO co-ordinate with executives
- To communicate on calls, responding to emails and interfacing.
- To prepare internal and external corporate documents, schedule meetings and appointments.
- To collecting and preparing information for meetings.

The prospective candidate/applicants must provide detail chronological resume, description of fulfilling the essential requirement and justifying their competencies for the position of **CEO/ Director Academic & Research/Director HR & Skill Development** in the context of the specific skill & competencies the candidate in the format available on the website in Doc as well as PDF format and for the post of **Business Development Officer and Executive Assistant to Chairman** must provide detail resume justifying their competencies in the context of the specific skill & competencies and it should mail to the Additional CEO on **hr.pres@pravara.in by March 22, 2022 before office hour**.

If needed, short listed candidate will be invited for personal interaction with the management committee. However mere fulfilling the requirements does not given the right to the candidate to call for interaction.

General Information:

Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee) Pravara Rural Education Society, Pravaranagar is located 20 km. from **Shirdi**, Holy Shrine of **Shri Saibaba** and

Nearest Airport : Shirdi : 20 KM , Pune : 180 KM , Aurangabad : 140 KM

Nearest railway station : Belapur (on Daund- Manmad central railway) : 22 KM , Shirdi : 26 KM

Nearest Bus Stand : Loni Bk : 2 KM , Shirdi : 20 KM , Babhleshwar (Nagar Manmad Highway) : 07 Km