

PUNE DISTRICT EDUCATION ASSOCIATION, PUNE



(पुणे जिल्हा शिक्षण संघ, पुणे)

48/1 A, ERANDAWANA, PAUD ROAD, PUNE-411038.

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REQUIRED

Applications are invited from eligible candidates for the following posts to be filled in the Association's Head office.

Posts	No. of Posts	Qualification & Experience	
Registrar	01	Any Post-Graduation Degree (Higher II nd Class and above);with minimum 10 years' experience in educational administration.	
Law Officer	01	LLB/LLM with minimum experience in educational field court practice of 5yrs.	
Training & Placement Officer	01	B.E. /M.E., MBA (I st Class) with minimum 03 year's experience in the relevant field	
Computer System	Administrator	01	B. E- Computer./ M.C.S/ M.C.A (I st Class) E.R.P., Tally, Data Base Management, Data Analysis and Cloud Computing with Minimum 3 year's experience in educational field.
	Assistant Administrator	01	B.E- Computer./ M.C.S/ M.C.A (I st Class) E.R.P., Tally, Data Base Management and Cloud Computing with Minimum 1 year experience in educational field.
Computer Hardware & Network Engineer	02	B.C.S. / B.C.A. (Higher II nd Class and above); and Computer Hardware & Networking course certificate with practical experience of 1 year. Additional weightage will be given to CCNA certifications.	
Digital Studio Operator & Editor	01	Degree or Diploma (Higher II nd Class and above); in Audio/Video Recording & Editing with minimum 1 year experience in the relevant field.	
Assistant Stenographer	01	Any Graduation Degree (Higher II nd Class & above) Marathi/ English Short hand speed of 100 words per minute along with Marathi/English typing. Minimum 2 year's experience in educational field.	
Accounting Clerk	04	B.Com/ M.Com (Higher II nd Class and above); Tally ERP-9, Tally Prime, System Auditing, with minimum 2 year's experience in educational accounting with Computer knowledge.	
Clerk	04	Any Graduation Degree (Higher II nd Class and above); Knowledge of ERP and Accounting Software and Tally ERP-9. Marathi/English typlog with minimum 2 years' experience in educational field.	

All the candidates must apply Online Application menu of PDEA's Portal <http://recruitment.pdeapune.org/> and submit online submitted application's printout along with attested xerox copies of required documents (hard copy) on above address within fifteen days from the date of publishing this advertisement; on office working hours along with Rs.300/- as a processing fees.

Hon. Secretary
Pune District Education Association, Pune