

Rayat Shikshan Sanstha, Satara
Head Office Samadhi Parisar, Satara.
www.rayatshikshan.edu.
Phone – (02162) 233857/232444/234566
E-mail: secretary@rayatshikshan.edu



**Appointment of Accounts and Finance Officer,
Estate Officer and Law Officer**

Rayat Shikshan Sanstha, Satara is a premier educational institution in Asia established in the year 1919 by Padmabhushan Dr. Karmaveer Bhaurao Patil. Sanstha is catering education to more than half a million students through its 13000 plus employees and 700 plus branches spread over 15 districts of Maharashtra and one district of Karnataka states of India. Sanstha is recipient of national and state awards for its noble work in education. This huge spread is being managed by its head office, set up at Satara, Maharashtra.

Online applications are invited from eligible candidates for the posts of Accounts and Finance Officer, Estate Officer and Law Officer to be appointed at the Head Office of Rayat Shikshan Sanstha, Satara. For further details do refer Sanstha website –

www.rayatshikshan.edu / www.rayatrecruitment.com

Secretary
Rayat Shikshan Sanstha, Satara



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Online applications are invited from eligible candidates for the posts of Accounts and Finance Officer, Estate Officer and Law Officer to be appointed at the Head Office of Rayat Shikshan Sanstha, Satara.

Sr.	Designation	Educational Qualification	Experience Required	Age Limit
1	Accounts and Finance Officer	<ul style="list-style-type: none">Chartered Accountant/ Cost and Works Accountant, Having work experience. OR	5 years	30 to 40 years
		<ul style="list-style-type: none">M.Com. Specialized in Advanced Accountancy and / or Taxation having work experience in corporate or CA firm will be preferred.	12 years.	
2	Estate Officer	<ul style="list-style-type: none">Graduate in Civil Engineering of any approved university. OR	5 years	30 to 35 years.
		<ul style="list-style-type: none">Diploma in Civil Engineering	12 years.	
		<ul style="list-style-type: none">With knowledge of Structural design. Experience in the field of civil engineering. Experience in Civil / land matters preferred.		
3	Law Officer	<ul style="list-style-type: none">Graduate in Law. Knowledge in Civil, Criminal, Charity Commissioner, Law related employment is must. Preference will be given to the candidate having work experience in the above mentioned department. Candidate is expected to have in-depth knowledge of Laws regarding land and employees working in private schools and university Act.	10 years	35 to 40 years

Note : The candidate having experience of working with University, Educational institutes will be preferred.

Conditions:

1. Educational qualifications, experience, pay scales etc. applicable for the post is as per the norms prescribed by Rayat Shikshan Sanstha, Satara.
2. Salary expectations should be mentioned by applicant in the application.
3. Apply giving full particulars along with, resume, Letter of experience, supportive documents mentioned in resume within 15 days from 15-10-2021 to the undersigned.
4. Application received after the last date will not be considered.
5. Original documents need to be produced at the time of interview.
6. All rights regarding the appointment process and selection of candidates is reserved with the management of Rayat Shikshan Sanstha, Satara.

Place: Satara

Secretary
Rayat Shikshan Sanstha, Satara

Kv-4D/141021

Application Process Steps

Application Portal: <https://rayatrecruitment.com>

1. Read the Advertisement carefully.
2. Online application fee **Rs : 100/-** (Rs. One Hundred only) per application which is non-refundable.
3. Check the eligibility of post given in advertisement for which you are applying.
4. While filling online application, please ready all necessary documents. You will also require **scanned images of your latest passport size photograph and signature** to be uploaded while filling the online application form.
5. Click on "**Registration for Application**" link to start filling online application form.
6. Select the post you want to apply and Please fill the application in English.
7. If you are primarily eligible for selected post then proceed and select institute wise post to be applied. Fill the required details asked in the online application form.
8. After filling required information, system will generate login ID, password which will be displayed on the screen. (Use Application no as login ID). You will also receive your login ID and password on SMS. (Please enter correct mobile number to get login ID and password by SMS).
9. Click on "Login" link and enter login details and fill following information in the form.
 - Personal Information.
 - Address Details.
 - Qualification Details.
 - Experience Details.
 - Upload scanned copy of Photograph and Signature & educational documents.
10. Without filling above information your form will not be complete. Fill the above information in online application form.
11. Applicant should pay application fee along with bank charges in online mode. After making online payment of application fee, system will send acknowledgement on applicant email.
12. After successful payment application print facility will be made available. Take printout of the form for your reference.
13. Please pay applicable fee before last date mentioned in the advertisement. Fees once paid are non-refundable.

You do NOT have to send the printout of application form to **Rayat Shikshan Sanstha, Satara**. Your application process is now complete. Please check the above website for regular updates.