



Rayat Shikshan Sanstha, Satara
Head Office : Karmaveer Samadhi Parisar, Satara.

www.rayatshikshan.edu.

Phone – (02162) 233857/232444/234566

E-mail: secretary@rayatshikshan.edu

Appointment of 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 12000 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 Estate Officer and Law Officer to be appointed at the Head Office of Rayat Shikshan Sanstha, Satara. For further details and to apply online do refer Sanstha website : www.rayatrecruitment.com / www.rayatshikshan.edu

Secretary,
Rayat Shikshan Sanstha, Satara



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Sr.	Designation	Educational Qualification	Experience Required	Age Limit
1.	Estate Officer	Graduate in Civil Engineering of any approved University. ----- OR----- Diploma in Civil Engineering. (With Knowledge of structural design. Experience in the field of civil engineering. Experience in Civil/land matters preferred. -----OR----- Retired Executive Engineer or Deputy Engineer from department of p.w.d. Government of Maharashtra.	5 years ----- 12 years ----- Min. 20 years	30 to 45 years ----- 30 to 45 years ----- Up to 65 years
2.	Law Officer	• Graduate in Law. Knowledge in Service matters is essential. Additional knowledge of Civil, Criminal, Charity Commissioner, is required. 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, Act. regarding land and employees working in private schools and university.	Min.10 years	40 to 60 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 online on www.rayatrecruitment.com giving full particulars along with, resume, Letter of experience, supportive documents mentioned in resume before 26/07/2023 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

Duties and Responsibilities of Officer

1	Estate Officer
	Scope of work: Land records maintenance and management of non-agriculture and agricultural land with Sanstha. Besides these keeping updated records of entire buildings is a prime job of this department. Management of Lease land. Building and Maintenance of real estate.
	Duties and Responsibilities: <ol style="list-style-type: none">1. Preparation of Activity calendar for financial year of a department and adherence for its implementation.2. Take periodic review meetings of department and maintain minutes of the meetings.3. Organize training programs for Officers, Employees and Staff in Sanstha and non-teaching staff of affiliating branches.4. Seek data from branches of Sanstha and update to deliver right time data to Sanstha Officials for decision making5. Record keeping of all non-agricultural and agricultural land with Rayat Shikshan Sanstha, Satara.6. Management of entire estate of Sanstha, Branches, Land, Water resources etc.7. Recording of land and buildings with Government authorities.8. Management of Land and Building received from Charity Commissioner. Renewal of such real estate.9. Buildings repair and maintenance.10. Dealing with entire litigation related with non-agriculture and agriculture land.11. Representing Sanstha in the Court of Law.12. Writing reviews and confidential report of staff working under him.13. Perform such other duties as assigned by Sanstha Office Bearers time to time.

Duties and Responsibilities of Officer

2	Law Officer
	Scope of work: Sanstha Legal cases, legal documents, legal contract, MoU, RTI, agreement of various purchases, Contract Teachers, Represent Sanstha in the court of Law, Extent the directions to all branches on the issues of Law.
	Duties and Responsibilities: <ol style="list-style-type: none">1. Preparation of Activity calendar for financial year of a department and adherence for its implementation.2. Take periodic review meetings of department and maintain minutes of the meetings.3. Law officer is responsible to the Secretary of Rayat Shikshan Sanstha, Satara to give opinion/remarks in the legal matters.4. To attend the hearing as and when essential to ensure that stands of the Sanstha is represented effectively.5. To give legal advice to Sanstha regarding the different proposals discuss by the Sanstha authorities.6. To verify and approve the draft of different MoUs agreement before putting them for the consideration of Sanstha authority regarding the legal aspects.7. Give advice to the sanstha with respect to right to information act.8. Maintain the coordination with all senior consultants' working in the matter of court of law.9. To extend the guidance to all branches of Sanstha in legal issues.10. Writing confidential report of staff working under him.11. Perform such other duties as assigned by Sanstha Office Bearers time to time.