

“An MIT Pune Initiative”



(Affiliated to Savitribai Phule Pune University & recognised by Govt. of Maharashtra)

**INVITES APPLICATIONS FOR**

• **ADMISSION COUNSELOR**

Qualification: Any UG/ PG

Skills required:

- Excellent Communication Skill.
- Knowledge of computer (i.e. MS-Office, Internet, ERP etc)
- Good contacts with schools / Jr. Colleges / Coaching classes.
- Ready to travel anywhere in India for marketing activity.

Job Profile:

- Admission Counseling.
- Admission related marketing activities in Maharashtra State & Other States.
- Office work.

• **LIBRARY STAFF FOR DIGITAL LIBRARY**

Qualification: B.Lib / M.Lib, Post Graduate Diploma in Library Automation

Skills Required:

- Knowledge of current trends, practices, standards, technology in digital library; digital library environment; digital repositories in academic setting.
- Knowledge of HTML (coding practices), authoring tools
- Competency on general technical knowledge; computer hardware and software applications; computer skills/computer literacy

Send application on email id- [recruitment@mitacsc.ac.in](mailto:recruitment@mitacsc.ac.in) within 10 working days

Ph. 9272225946, [www.mitacsc.ac.in](http://www.mitacsc.ac.in)

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