



TILAK MAHARASHTRA VIDYAPEETH



REQUIRED

Applications are invited from eligible candidates for the following positions:

OFFICE SUPERINTENDENT

Number of Vacancies: 1 | Location Solapur

Eligibility

- Master Degree from recognized university.
- Relevant computer skills.
- Candidates with relevant experience will be preferred.
- Other qualifications and conditions as prescribed by the University.

Key Responsibilities

Supervise daily office operations, coordinate administrative activities, manage records and correspondence, oversee clerical staff, prepare reports and official documents, monitor office supplies and attendance, coordinate meetings, ensure compliance with office procedures, and provide administrative support to management while maintaining confidentiality and professionalism.

Salary and other service conditions shall be as per the **rules and norms of TMV**.

Application Procedure

Interested candidates are requested to send their updated resume to **hr@tmv.edu.in** within **7 days** from the date of publication of this advertisement.

**Address : C.S No. 132A, Plot No. 10 & 12, Near Asara Railway Bridge,
Narsimha Nagar, Jule , Solapur - 413004**

For more details visit : **www.tmv.edu.in**