



S.N.D.T. WOMEN'S UNIVERSITY

**1, Nathibai Thackersey Road,
MUMBAI-400 020**

Model College (Principal) Advt. no. 01/2025 dated 15/10/2025

**DETAILS OF THE POST PUBLISHED IN THE UNIVERSITY WEBSITE FOR THE POST OF
PRINCIPAL, MAHARSHI KARVE MODEL COLLEGE, SHRIWARDHAN, DIST. RAIGAD**

LAST DATE FOR SUBMISSION OF DULY FILLED IN APPLICATIONS 22/10/2025

DETAILS OF THE POST

**Principal, Maharshi Karve Model College, Shriwardhan, Dist. Raigad 01 Post
(11 Months) (Temporary basis)**

- Prescribed application forms are available on the University website :
<https://sndt.ac.in>
- The prescribed application form can be downloaded from the University website.
- The candidate is advised to fill the said application form properly. There after the applicant has to submit 07 copies of applications (One original + 06 photo copies), to the undersigned along with 03 separate sets of mark sheets of all examinations, testimonials, No Objection Certificates from present employer, caste certificate, validity certificate if any, experience certificates, appointment letters, list of publications, seminars/workshops attended, membership on various Authorities of the University, to the University.
- The complete set of application form be submitted at the following address on or before **22/10/2025 till 05:30 p.m. :**

**The Registrar,
S.N.D.T. Women's University,
Inward-Outward Section,
01, N. T. Road,
New Marine Lines,
Mumbai – 400 020.**

Seven Point Scale (for Higher Education & Technical Education)

GRADE POINT	GRADE	PERCENTAGE EQUIVALENT
'O' = Outstanding	5.50 – 6.00	75 – 100
'A' = Very Good	4.50 – 5.49	65 – 74
'B' = Good	3.50 – 4.49	55 – 64
'C' = Average	2.50 – 3.49	45 – 54
'D' = Below average	1.50 – 2.49	35 – 44
'E' = poor	0.50 – 1.49	25 – 34
'F' = Fail	0 – 0.49	0 – 24

NOTE :

- 'B' in the seven points scale with letter grades O,A,B,C,D,E, and F shall be regarded as equivalent of 55% where ever the grading system is followed.
- Candidate needs to submit NOC from the present employer at the time of Interview.
- The minimum requirement of 55% shall not be insisted upon for Professors, Associate Professor the existing incumbents who are already in the University system. However, these marks shall be insisted upon for those entering the system from outside and those at the entry point of Assistant Professor.
- A relaxation of 5% may be provided from 55% to 50% of the marks at the Master's level for the SC/ST/Physically Handicapped category.
- A relaxation of 5% may be provided from 55% to 50% of the marks to the Ph.D. degree holders, who have passed their Master's degree prior to 19th September, 1991.
- A relaxation of the minimum marks at the PG level from 55% to 50% for appointment as Assistant Professor may be provided to the candidates who have cleared the JRF examination conducted by UGC/CSIR only, prior to 1989, when the minimum marks required to appear for JRF exam were 50%.
- These relaxations will be made wherever applicable.

GENERAL CONDITIONS AND IMPORTANT INSTRUCTIONS

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1. Read carefully the detail information given on **<https://sndt.ac.in>** Ensure that you are eligible for the posts applied as per educational qualification, experience, category, age etc.
2. Candidates are requested to fill in relevant column in the Application form. For another column/s which is not applicable they should leave it blank.
3. Last date of receiving application by downloading the application form from university website and duly filled the said form with all the requisite documents in 07 sets (01 Set of Original application attested + 06 photo copies) on or before **22/10/2025 upto 5:30 p.m.**
4. Prescribed Application Form which is available on University website will only be considered. Applications in other format such as Bio-data, C.V. will not be considered.
5. Qualifications and experiences as notified by the Government of Maharashtra, University Grants Commission and SNDT Women's University from time to time will be applicable.
6. Experience in form of Appointment on contract basis, daily wages, temporary, ad-hoc basis will not be considered.
7. Do not attach any original documents with the application, only attested copies will be accepted.
8. A recent passport size photograph duly self-attested should be affixed on the application.
9. The University reserve the right to cancel, amend or modify any clause of this advertisement.

GENERAL INSTRUCTIONS

1. Candidates belonging to the reserved categories as recognized by the State of Maharashtra shall only be considered under reserved categories. The candidate belonging to the reserved categories other than the State of Maharashtra will be treated as Open.
2. Candidates claiming the benefit of reservation under SC, ST, VJNT, Special BC & OBC categories, should produce a caste certificate at the time of interview. They will also enclose an attested copy of caste validity certificate issued by the Caste Scrutiny Committee, if available with them at the time of interview. However, the candidate who applied without submitting Caste Validity Certificate, if selected, an appointment order will be issued to him/her as per the provisions / directives prescribed in G.R. of Govt. of Maharashtra.
3. For claiming the benefit of caste reservation, candidates should submit attested copy of Caste Certificate, Caste Validity (If available) and Certificate of Domicile of Govt. of Maharashtra issued by the appropriate authority of Govt. of Maharashtra at the time of interview.
4. The caste certificate issued by appropriate Competent Authority of the State of Maharashtra only will be considered as valid for availing the benefit of reservation including application fees.
5. Reserved Category candidates should be domicile of the state of Maharashtra State and should be from the categories notified by the State of Maharashtra viz (a) Scheduled castes (b) Scheduled Tribes (c) VJNT Special Backward Class and (e) Other Backward Class.
6. The Government Resolutions / Circulars issued by the Government of Maharashtra from time to time will be applicable.
7. Educational qualifications & relevant experience till last date of the submission of application shall be considered.
8. Government and Semi Government Servant:
 - 9.1 No objection certificate from the present employer is mandatory for Government and Semi Government employees.
 - 9.2 The employees who have been terminated from Government or Semi Government service due to in disciplinary action or had to take compulsory retirement Under MCSR 1981 are not eligible to apply.
 - 9.3 As per Notification No. NPS 2022/C.R.32/SER-4, dated 30th September 2022 of Finance Department, Government of Maharashtra, Mumbai – 400 0032 “National Pension System” has been made applicable to the Govt. servant. The same will be applicable to employees of this University.
 - 9.4 Even if any of the candidates have registered their names with any of the District Employment & Self Employment information Centres, it is mandatory for them to apply and follow all procedure. They have to produce their registration certificate at the time of evaluation of certificates.
9. Candidates already employed must submit their applications through proper channel.
10. The envelope containing the application form should be super scribed as “Application for the post of _____”
11. Candidates are requested to visit the website **<https://sndt.ac.in>** from time to time to avail the information and circulars notified by the University. It will be sole

- responsibility of candidate to visit aforesaid websites time to time to remain update regarding recruitment process. The University will not entertain any inquiry regarding eligibility criteria.
12. The University will not stand responsible for any delay or non-acknowledgement of postal correspondence.
 13. Candidates will be communicated via email & SMS. Hence Candidate must provide correct email Id & Mobile Number for the said purpose. SNDT Women's University will not be responsible for non-communication due technical difficulties beyond control as well as to Incomplete/Incorrect/NCPR Registered (DND) mobile number or email Id registered by candidate in application form.
 14. Applications incomplete in any respect, applications without application form fee receipt, required supporting documents or applications received after the due date will not be considered.
 15. No correspondence with ineligible candidates will be made by the University authority.
 16. Candidates shall have to produce original documents at the time of interview.
 17. Incorrect information provided by the candidate will be liable for legal action & the recruitment process will stop immediately.
 18. Candidates furnishing incorrect or false information shall stand disqualified at any stage.
 19. Canvassing directly or indirectly will be a disqualification for the candidate.
 20. Experience on substantive post with the prescribed pay scale will be considered.
 21. Queries or correspondence in respect of eligibility criteria, issuance of call letters for interview or selection of candidate will not be entertained at any stage.
 22. No travelling/halting or other allowances will be paid to the candidate by the University for attending the interview.
 23. Accommodation will not be provided by the University.
 24. The applicant can not avail the benefits of any printing or inadvertently committed mistake in the advertisement.
 25. Any addendum/corrigendum shall be posted only on the university website.
 26. The University shall reserve the rights not to fill some or all the post advertised.
 27. The decision of the appointing authority will be final and binding on applicants and no correspondence in this regard will be entertained.
 28. Shortlisted candidates will be called for interview. No TA/DA will be paid for attending the interview.
 29. The University reserves the right to reject any or all applications without assigning any reason.
 30. Candidates belonging to the reserved categories as recognized by the State of Maharashtra shall only be considered under reserved categories. The candidate belonging to the reserved categories other than the State of Maharashtra will be treated as Open.

DOCUMENTS TO BE ATTACHED

Candidate must attach the copies of the necessary supporting attested documents with the application in the following order:

1. Document in support of Date of Birth
2. Copy of Govt. Gazette of any other appropriate certificate in case of change in name.
3. Caste certificate issued by the competent authority if candidate belongs to Scheduled Caste/ Scheduled Tribe/ Denotified Tribe/ Nomadic Tribe/ Other Backward Class/ Special Backward Class.
4. Non creamy layer certificate is required for the candidates belonging to the DT-A, NT-B, NT-C, NT-D, OBC and SBC categories as per Government of Maharashtra Circular No. CBC10/2006/ Pra. Kra. 15/ MAVAK 5 dated 5th June 2006, issued by the competent authority after the date 01.04.2013.
5. Caste Validity Certificate, if any.
6. Degree/Diploma Certificates, statement of Marks and other certificates of the educational qualifications
7. Approval letters in case of teachers of affiliated colleges/recognized institutions.
8. Appointment Orders from the University (if applicable).
9. Certificates of teaching / administrative experience and / or post doctoral research.
10. As per the Notification No. SRV.2000/CR (17/2000) XII dated 28th March, 2005 issued by General Administration Department, Mantralaya, Mumbai, Candidates shall submit the declaration of the small family in the prescribed proforma attached with application form as Declaration.

RIGHTS OF UNIVERSITY AND SELECTION COMMITTEE

1. The University reserves the right to make the changes in the advertisement. Such decision of the University will not be notified or intimated to the candidates.
2. The University reserves all rights not to fill some or all the post in the advertisement.
3. If any false / incorrect information furnished by the candidate is detected at any stage of recruitment process, his/her candidature will not be considered.
4. If the candidate knowingly or will fully furnishes incorrect or false particulars or suppresses material information, he/she will be disqualified and if appointed, shall be liable for dismissal from the University service without any notice or assigning any reasons whatsoever.
5. Even after submission of application, candidate can be debarred on grounds of wrong information, pressuring University Selection Committee by direct or indirect methods.
6. Grievance pertaining to appointments, interviews or selections shall be dealt by the University and its decision shall be final.
7. The decision of the Management in all matters relating to recruitment shall be final and no individual correspondence will be entertained.
8. If any candidate directly or indirectly tries to influence any officer of the University, he/she will be disqualified.

Sd/-
(DR. VILAS D. NANDAVADEKAR)
REGISTRAR

Model College (Principal) Advt. no. 01/2025
Date : 15/10/2025

QUALIFICATIONS/EXPERIENCE/PAY SCALE OF THE POSTS:

Principal, Maharshi Karve Model College for Women, Shriwardhan, Dist. Raigad – 01 Post (11 Months) (Temporary basis)

Sr. No.	Name of the Post	Qualifications, Experience, Age & Tenure
(1)	Principal, Maharshi Karve Model College for Women, Shriwardhan, Dist. Raigad – 01 Post (11 Months) (Temporary basis)	Essential Qualifications and Experience : 1. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized university. 2. A Ph.D. degree in concern/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance. 3. Associate Professor/Professor with a total experience of fifteen years of teaching / research / administration in Universities, Colleges and other institutions of higher Education. A minimum score as stipulated in the academic performance indicator (API) based performance base appraisal system (PBAS), as set out in this regulation in appendix III for direct recruitment of Professor in Colleges. Tenure : 11 Months. Consolidated Remuneration of Rs. 1,25,000/- p.m.

Sd/-
(DR. VILAS D. NANDAVADEKAR)
REGISTRAR