



Rayat Shikshan Sanstha, Satara  
Head Office : Karmaveer Samadhi Parisar, Satara.  
Webiste : [www.rayatshikshan.edu](http://www.rayatshikshan.edu).  
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### Appointment of Junior Clerk (Audit)

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 Junior Clerk (Audit) to be appointed at the head office of Rayat Shikshan Sanstha, Satara.

Sr. No.	Designation	No of post	Educational Qualification	Experience Required	Age Limit
1.	Junior Clerk (Audit) (Sanstha Pay Scale 4100-20200, Grade Pay 1900, Total payment at the time of appointment Rs.14,920 p.m. Annual Increment 6% on Basic Pay )	16	M.Com. - 55 % किंवा त्या पेक्षा अधिक गुण आवश्यक, G.D.C.&A., MSCIT, Typing English 40 or Marathi 30, Tally certificate essential, Fair knowledge of Tally, Ms-Excel, IT and English communication.,	5 year relevant experience. सनदी लेखापाल यांचेकडील अथवा शासकीय / निमशासकीय / शैक्षणिक संस्थेच्या ऑडिट कामाचा अनुभव आवश्यक व जास्त अनुभव असणा-या उमेदवारांना प्रथम प्राधान्य.	Age -40 Years (अर्ज सादर करण्याच्या अंतिम दिनांकास वय वर्ष ४० किंवा त्यापेक्षा कमी असावे)

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](http://www.rayatrecruitment.com) giving full particulars along with, resume, Letter of experience, supportive documents mentioned in resume before 30/09/2024 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

**Skill Set Requirement for –**

**Junior Clerk (Audit) : ( on the field)**

01. Time management – scheduling.
02. Work under pressure and long hours.
03. Attention on accounting details.
04. Computer proficiency in Ms-excel and Tally.
05. Openness in communication.
06. Critical thinking.
07. Data management and cross checking.
08. Record keeping.
09. Communication skills.