



Shri Vile Parle Kelavani Mandal's  
**MITHIBAI COLLEGE OF ARTS, CHAUHAN INSTITUTE OF SCIENCE &  
AMRUTBEN JIVANLAL COLLEGE OF COMMERCE AND ECONOMICS**  
(AUTONOMOUS)



**NAAC Reaccredited 'A' Grade, CGPA:3.57 (February 2016)**  
Granted under Star College Scheme of DBT and FIST-DST, Government of India  
BEST COLLEGE (2016-17), University of Mumbai

**VACANCY FOR NON-TEACHING POST**  
**(Un-Aided)**

Applications are invited for appointment to the post of :

1. Data Entry Operator (Ad-hoc/Contractual basis)- 01 Post: Graduates with expertise in Excel and database management along with 2 years experience of working in an educational institution may apply. Knowledge of System Analysis Programme (SAP) will be an added advantage.
2. Technical Assistant for Central Instrumentation Room (Full-time)- 01 Post : Diploma/Degree in Electronics/ Instrumentation/Electronics/Instrumentation Biomedical Engineering/M.Sc.-Bioanalytical Sciences/Any other equivalent

**Job Requirement**

Handling high-end instruments like HPLC, HPTLC, Atomic Absorption Spectrophotometer, UV-Vis Spectrophotometer & such other instruments

Person with experience in handling these instruments will be preferred.

Age limit for the above vacancies: Between 18 Years and 38 Years as on May, 2019

Candidates should submit their application in prescribed format attached below on or before 21<sup>st</sup> May , 2019 in the College Office, Counter No. 4.

The date of interview will be notified on our website only.

(Dr. Rajpal Shripat Hande)  
Principal

Date: 7<sup>th</sup> May, 2019.

**Shri Vile Parle Kelavai Mandal's**  
Mithibai College of Arts, Chauhan Institute of Science &  
Amrutben Jivanlal College of Commerce And Economics,  
Vile Parle (West), Mumbai 400 056.  
**AUTONOMOUS**  
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**DEGREE COLLEGE**  
**DATA SHEET**  
(Interview for the post of Data Entry Operator on Ad-hoc/Contractual basis &  
Technical Assistant)

Date: 07<sup>th</sup> May, 2019

1	Name in Full (Beginning with Surname)	:	
2	Residential Address	:	
3	Telephone No.	:	Residential :
			Mobile :
			Email ID :
4	Date of Birth	:	
5	Sex	:	Male / Female
6	Marital Status	:	Married / Unmarried
7	Category	:	Open / Reserved

8 Particulars of Academic Qualification

Sr. No.	Examination Passed	Name of the Board/University	Date, Month & Year of Passing	Marks Obtained & Out of	Class/Grade Obtained
i.	S.S.C. or its equivalent				
ii.	H.S.C. Arts/Sc./Com.				
iii.	B.A./B.Sc./ B.Com.				
iv.	M.A./M.Sc./ M/Com.				

P.T.O.

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9 Other Qualification

Sr. No.	Examination Passed	Name of the Board/University	Date, Month & Year of Passing	Marks Obtained & Out of	Class/Grade Obtained
i.					
ii.					
ii.					
iv.					
v.					
vi.					
vii.					

10 Experience

Sr. No.	Name	Capacity in which worked	Total Experience		
			From	To	Total
i.					
ii.					
iii.					

(Attach addl.sheet if necessary)

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Last Gross Salary	Rs.	Expected Salary	Rs.
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Whether you have Relative/Relatives working in any of the SVKM Institutes (Please furnish details if any)	:	
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Applicant's Signature