



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 RUSA for Research, Innovation and Quality Improvement
Granted under FIST-DST & Star College Scheme of DBT, Government of India
Best College (2016-17), University of Mumbai.

VACANCY FOR NON-TEACHING POST
(Un-Aided Posts on Purely Contractual Basis)

Applications are invited for appointment to the post of :

Sr.No.	Designation	No. of Vacancies	Qualifications & Job Requirement
1.	Junior Clerk	1 Post	Graduates with MS-CIT Certificate, English Typing 30 w.p.m. may apply. Experience of working in any educational Institute, expertise in Excel and Database Management and knowledge of System Analysis Programme (SAP) will be an added advantage.
2.	Laboratory Assistant	1 Post	B.Sc. Graduates with expertise in Excel and database management along with 2 years' experience of working in any educational institution may apply. Knowledge of System Analysis Programme (SAP) and experience will be an added advantage.
3.	Technical Assistant for Central Instrumentation Room	1 Post	Diploma/Degree in Electronics / Instrumentation / Biomedical Engineering/M.Sc.-Bioanalytical Sciences / Any other equivalent degree. <u>Job Requirement</u> Handling high-end instruments like HPLC, HPTLC, Atomic Absorption Spectrophotometer, UV-Vis Spectrophotometer & such other instruments.

All these appointments are on purely contractual basis.

Age limit for the above vacancies: Between 18 Years and 38 Years as on 7th September, 2019

Candidates should submit their application in prescribed format attached below on or before 14th September, 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: 7th September, 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)
NAAC Reaccredited 'A' Grade, CGPA: 3.57 (February 2016)

NON-TEACHING STAFF
Application Form

Date: _____

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.

: 2 :

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