



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



**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 JUNIOR CLERK (NON-TEACHING) POST**

Applications are invited for appointment to the post of Junior Clerk (Ad-hoc/Contractual basis). 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) and experience will be an added advantage.

Candidates should submit their application in prescribed format attached below on or before 15<sup>th</sup> October, 2018 in the College Office, Counter No. 4.

The date of interview will be notified on our website only in last week of October, 2018.

  
(Dr. Rajpal Shripat Hande)  
Principal

Date: 5<sup>th</sup> October, 2018.

**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.

**(MINORITY COLLEGE)**  
NAAC Reaccredited 'A' Grade, CGPA: 3.57 (February 2016)

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DEGREE COLLEGE  
Application for the Post of Junior Clerk  
(Ad-hoc/Contractual Appointment)

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 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 :

8 Other Qualification

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

9 Experience

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

10.

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