

Date: 11/05/2022

RECRUITMENT ADVERTISEMENT

**APPLICATIONS ARE INVITED FOR THE POST OF
OFFICE SUPERINTENDENT/ HEAD CLERK
FOR THE ACADEMIC YEAR 2022-2023
(UNDER UNAIDED SECTION)**

No.	Designation	Total No. of Posts
1	OFFICE SUPERINTENDENT / HEAD CLERK	01

The above posts are open to all; however, candidates from any category can apply for the posts.

The above-mentioned post is on purely temporary basis and salary will be paid on consolidated basis. The appointment is subject to renewal as per performance of the candidate. The designation offered will be either Head Clerk or Office Superintendent depending upon the candidature.

- Qualification Required: Graduation from any discipline with working knowledge of M.S. office , English and Marathi Typing
- Experience Required: Minimum 6 to 9 years of experience from educational institution.
- Additional Requirements: Drafting Minutes of Meeting and letters, Examination related work, Co-ordination with Government bodies etc.
- Salary: As per Experience.

Applicants to please note:

- Applicants are requested to forward the duly filled application form (attached to this advertisement) with all supporting documents on recruit.kjssc@somaiya.edu on or before 10 days from the date of advertisement
- Applicants are requested to communicate through email only.

Sd/-

PRINCIPAL

APPLICATION FORM

News Paper / WebPortal

Date of Advertisement : _____

Post applied for : _____

Full Name : _____

Date of Birth : _____

Mobile No.: _____ E.Mail ID : _____

Address for Correspondence : _____

Qualification Details :

Examination Passed	University /Board	Month & year of Passing	Subjects Offered	Percent--age of Marks obtained	Class/ Division	Whether the exam. was passed as Regular student or as External student
S.S.C.						
H.S.C.						
Bachelor's Degree						
Master's Degree						
NET						
SET						
Ph.D						
Other						

Details about Experience

Name of Institution where employed previously	Designation of post held	Nature of appointment Full-time/ Part-time Permanent/Temporary Probationary	Nature of work	Period of appointments with dates	Pay scale and Gross salary / Consolidated

Signature of the Candidate