SOMAIYA
V I D Y A V I H A R
Knowledge Alone Liberates
Somaiya Vidyavihar

K J Somaiya College of Science & Commerce

Somaiya
T R U S T

Date:- 17/05/2024

RECRUITMENT ADVERTISEMENT

APPLICATIONS ARE INVITED FOR
POST OF JUNIOR CLERK
FOR THE ACADEMIC YEAR 2024-25
UNAIDED

No.	Department/Subject	Total No. of Posts
1	Junior Clerk	05

The above posts are open category posts.
The appointment will be on contract basis with consolidated salary.

Qualification required: Graduation in any discipline with proficiency in Marathi & English. Typing speed 30 to 40 wpm in Marathi/English, MS-CIT.
Excellent Knowledge and hands on MS Office (Especially Excel & Word).
Minimum 1-2 yrs experience in relevant fields will be preferred, however freshers can also apply.

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 15 days (till 31st May 2024) from the date of advertisement.
➢ Applicants are requested to communicate through email only.

Sd/-

PRINCIPAL

K J Somaiya College of Science and Commerce
Autonomous (Affiliated to University of Mumbai)
Vidyavihar East, Mumbai- 400 077, India.
Telephone: (91-22) 21025919 | Email:principal.kjssc@somaiya.edu
Web: www.somaiya.edu

APPLICATION FORM

News Paper / WebPortal   Date of Advertisement: _____

Post applied for: _____

Full Name: _____

Date of Birth: _____

Mobile No.: _____ Email 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						
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