



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Science & Commerce



Date:- 28 / 10 / 2025

RECRUITMENT ADVERTISEMENT

**APPLICATIONS ARE INVITED FOR
POST OF JUNIOR CLERK
FOR THE ACADEMIC YEAR 2025-26
UNAIDED**

No.	Department/Subject	Total No. of Posts
1	Junior Clerk	01

The above post is open category post.

The candidates having English & Marathi Knowledge will be preferred.

The age limit for the above post is between 18 yrs to 28 yrs.

Required Qualification Graduation in any discipline with proficiency in Marathi and English.

Typing speed 30 to 40 wpm in Marathi/English, MS- CIT. Excellent knowledge & hands on MS Office (Especially Excel & Word).

Applicants who are already employed must send their applications through proper channel supported by required NOC.

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 (till 6th November 2025) from the date of advertisement.
- Applicants are requested to communicate through email only.

Sd/-

PRINCIPAL

PHOTO

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