NOTICE

Vacancies for non teaching contractual staff for Confucius Institute, University of Mumbai

Confucius Institute, University of Mumbai announces interviews for the following contractual position at the Confucius Institute, University of Mumbai:

- Computer Literate Clerk / Senior Steno

Address: Room no. 8, Ground floor, Confucius Institute, Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai.

Last date of application submission: 15th December, 2019.

Tentative date for Interview: 20th December, 2019 (10.00 am onwards)

For application details and documents required please check the website: http://mu.ac.in/portal/faculties/arts/languages-linguistics-literaure/confucius-institute-chinese-mandarin/

Prof. Dr. Vibha Surana
I/c Director, Confucius Institute
University of Mumbai

Position: Computer Literate Clerk / Senior Steno

Age: 18-35 years

Salary: 24000/- per month

Essentials: (Please submit certificates)
1. Bachelor from any discipline
2. Self attested photo Id copy
3. 1 testimonial (previous employer / Gazetted officer)
4. Letter of Motivation
5. Good Communication skills: English, Marathi and Hindi & Excellent Computer skills: Word, Excel, Emails, Website, etc
6. Knowledge of Tally

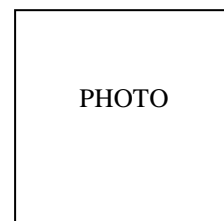**Application must be complete for consideration.**

Responsibility:
1. Handling students' enquires at Office
2. Maintaining & Managing new admission
3. Taking care of examination process
4. Making of cash payment receipts
5. Drafting letters
6. Maintaining proper records of outstanding bills
7. Course promotional activity
8. Tally entries – day to day updates
9. Maintaining accounts
10. Any other work assigned by I/c Director or Supervisor

Note: All required documents with application form need to be sent to Confucius Institute, University of Mumbai, Room no. 8, Ground floor,Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai - 98 on or before 15th December, 2019.
(Incomplete Applications will not be considered)

Application Form
Confucius Institute, University of Mumbai

PHOTO

1.	Position applied for:	1. Computer Literate Clerk / Senior Steno	
2.	Name:		
3.	Date of Birth & Age:		
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	☐
		2. Open	☐

8.	Documents attached:	1. The original and self attested true copies of certificates and documents
		    a: Graduation / Post-graduation / Certificate
		    b: MS-CIT / Computer Skills
			☐

		2. 1 testimonials: Previous employer / Gazetted Officer	☐
		3. Self attested Photo Identity, address and birth date proofs: Aadhar card / Passport / Voters' card / Driving license.	☐
		4. Letter of Motivation	☐
		5. Application letter with one passport size photo pasted on it.	☐
9.	E-mail Id & Mobile No.		
10.	Signature of the Candidate:		
	Remarks of the Panel:		