

# University of Mumbai

## 100 Years of German Studies (1913-2013)

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**Department of German**  
University of Mumbai  
Ranade Bhavan, 1st Floor,  
Santa Cruz (East),  
Mumbai 400 098

Ref. No. GL/ 1326/2019

Date: 07-12-2019

### NOTICE

#### Vacancy for non teaching temporary staff for a Marathi Project at Department of German, University of Mumbai

Department of German, University of Mumbai announces interviews for the contractual temporary position of Computer Literate Clerk / Senior Steno for a Marathi Project.

Walk in Interview date: - Monday' 09<sup>th</sup> December, 2019  
at 2.00pm.

Shortlisted candidates would be sent an email for the interview.

Prof. Dr. Vibha Surana  
Head,  
Department of German  
University of Mumbai

Prof. Dr. Vibha Surana  
Coordinator,  
Innovative Marathi Language Teaching Project,  
Department of German, University of Mumbai.



## Notice

### Vacancy for non teaching temporary staff for a Marathi Project at Department of German, University of Mumbai

Position: Computer Literate Clerk / Senior Steno

Nature of appointment: Contractual, temporary (6 months) for Innovative Marathi Language Teaching Project

Total monthly income: Rs. 24,000/-

Age: 18-35 years

#### Essential Qualification:

1. Graduate in Marathi or any discipline with excellent knowledge of Marathi
2. Ability to handle accounts
3. Excellent IT skills (word, excel, emails, website...)
4. Proficiency in Marathi, English and Hindi
5. Should be willing to adjust working hours / days as per requirement
6. Must be mature, industrious, reliable, honest, committed, punctual, open to learning, must deliver, possess a positive & pleasant demeanor

#### Desirable:

1. Post graduation in Marathi or any discipline with excellent knowledge of Marathi
2. Work Experience in accounts and related fields
3. 100-120 English shorthand exam appeared
4. Typing speed: Marathi typing – 30 wpm & English typing - 50 wpm
5. Software development and skills for accounts and office use
6. Acquaintance with Tally software

#### Job Profile:

Assisting the Coordinator / Head, Department of German, University of Mumbai in the following areas:

-maintaining accounts -handling cash and bills -correspondent with accounts department -coordination with team members -facilitating the Marathi project work -handling documentation and filing -organizing files -taking care of correspondence online and offline -typing relevant content of the project in Marathi -making monthly reports -general coordination & facilitation -conducting publicity for courses online and offline -networking -maintaining and improving the website -answering queries -following up tasks -procuring and maintaining infrastructure -organizing events / programmes -ensuring smooth and efficient running of the daily activities of the project -any other work such assigned by the Coordinator / Head.

#### Documents required along with the application form:

1. Masters or/and Bachelor Degree Certificate/s
2. Certificate/s for computer skills
3. Self attested photo Id copy with address proof
4. 2 testimonials (1 of current employer and 1 of previous employer / Gazetted officer)
5. Letter of Motivation
6. 2 references of current and previous employer in below format:

Name	Designation	Contact No.	Email Id	Address
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**Application Form**  
**Department of German, University of Mumbai**

1.	Position applied for:	Computer Literate Clerk / Senior Steno (Contractual Temporary)	
2.	Name:		
3.	Date of Birth & Age:		
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	<input type="checkbox"/>
		2. Open	<input type="checkbox"/>
8.	Documents attached:	1. Self attested true copies of certificates and documents a: Graduation / Post-graduation / Certificate b: MS-CIT / Computer Skills	<input type="checkbox"/>
		2. Self attested Photo Identity, address and birth date proof: Aadhar card / Passport / Voters' card / Driving license / ...	<input type="checkbox"/>
		3. 2 testimonials	<input type="checkbox"/>
		4. Letter of Motivation with one passport size photo pasted on it.	<input type="checkbox"/>
		5. 2 references of current and previous employer	<input type="checkbox"/>
9.	Email Id & Mobile No.		
10.	Signature of the Candidate:		
	Remarks of the Panel:		

Note: All required documents with application form needs to be filled at Department of German, University of Mumbai, Room no. 8, Ground floor, Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai - 98 at the time of Walk in Interview.