UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT
(Autonomous since 2006)
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.
Tel.: 2653 02 58 / 59, Accts. 2653 02 57, Exam Unit : 2653 02 56
E-mail: garware@giced.mu.ac.in
Website : www.gicededu.co.in

No. GICED/ 241 of 2020 Date: 5/8/2020

UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT

Applications are invited from the eligible candidates for the following post at University of Mumbai's, Garware Institute of Career Education and Development (GICED). Eligible candidates are requested to come on 15th August, 2020 at University of Mumbai's, Garware Institute of Career Education and Development, Vidyanagari, Kalina Campus, Santacruz (E), Mumbai 400 098 at 10.30 a.m. along with their resume, necessary documents filled prescribed form and detail of qualification and experience of post on UM-GICED and Mumbai University website. The appointment will be made for 6 months. The post is on purely temporary contractual basis on consolidated salary.

<table>
<thead>
<tr>
<th>Name of the Post and Eligibility</th>
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<tr>
<td><strong>Peon:</strong> No. of Post : 01</td>
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<tr>
<td>Qualifications : 12th Pass</td>
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<tr>
<td>Salary : 10,800 Consolidated</td>
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<td>Experience : 2 to 4 Years in any organization.</td>
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<td>Desirable: i) Should be able to Read and write Marathi and Read English.</td>
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<td>ii) Knowledge of filing, scanning, fax, dispatch.</td>
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<td>iii) Knowledge of Operating Xerox Machine and should be able to connect laptop</td>
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<td>Age Limit : Not less than 21 years and Not more than 45 years</td>
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Date: 5th August, 2020

Dr. Shivram Garje
I/C. Director
Serial number of the post advertised: _______
D.D. to be enclosed for Open Category Rs.200 and Reserved Category Rs.100
D.D. No._________ dated _______________
Name of the Bank and Branch: __________________________

To,
The Director,
Garware Institute of Career Education And Development
Vidyanagari, Kalina,
Santacruz (East),
Mumbai – 400 098.

Sub: Application for the post of _______________

Please [ √ ] wherever applicable

<table>
<thead>
<tr>
<th>Name in full Shri/Smt/Kum. (in BLOCK letters)</th>
<th>Surname</th>
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<tbody>
<tr>
<td>First name</td>
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<td>Middle name</td>
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2. Current postal address (in BLOCK letters)

Email ID
Mobile No.
Tel. No.

3. Date of Birth

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<tr>
<th>Age</th>
<th>Years</th>
<th>Months</th>
<th>Days</th>
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<tbody>
<tr>
<td>Birth Place</td>
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<td>Nationality</td>
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<td>Married/Unmarried</td>
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<td>D.T. (A)</td>
<td>N.T. (B)</td>
<td>N.T. (C)</td>
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5. Post applied under which category (Open/Reserved): _________________________

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<table>
<thead>
<tr>
<th>Examination</th>
<th>University/Board</th>
<th>Month and Year of Passing</th>
<th>Subject</th>
<th>Percentage of Marks obtained</th>
<th>Class/Division</th>
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<tbody>
<tr>
<td>S.S.C.</td>
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<td>H.S.C.</td>
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<td>Graduate</td>
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<td>Post-G Graduate</td>
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<td>Doctor’s Degree</td>
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<td>Any other qualification</td>
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<tr>
<th>Examination</th>
<th>English Typing/ Shorthand</th>
<th>Marathi Typing/ Shorthand</th>
<th>Month and Year of Passing</th>
<th>Percentage of Marks obtained</th>
<th>Class/Division</th>
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<tr>
<td>Typing</td>
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<td>Shorthand</td>
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<tr>
<th>Institution/Organization</th>
<th>Year</th>
<th>Position Held</th>
<th>Nature of Appointment</th>
<th>Period of appointment with dates</th>
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9. Other Qualifications and experience, if any.

10. (a) Present position :

(b) Name of Institution/ Organization where employed : ____________________________
____________________________________________________________________

(c) Salary :
Pay Rs. __________ in the pay-scale (pay band) of Rs._______________________
D.A. Rs. ____________________
H.R.A. Rs. ____________________
C.L.A. Rs. ____________________
Other Rs. ____________________
Allowances, if any ____________________
Total Rs. ____________________

(d) Date of appointment :

(e) Date of next increment :

(f) Attach Last Pay Certificate, if any

11. Names of persons who have given testimonials (if any)
1) ________________________________________________________________
2) ________________________________________________________________

12. Names and addresses of not more than three persons to whom references may be made
1) ________________________________________________________________
2) ________________________________________________________________
3) ________________________________________________________________

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :
Date :

(Signature of candidate)

(Please turn over for “Instructions to candidates”)
INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications through proper channel.

2. Candidates should send with their applications attested copies of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age.

3. Candidates should also attach copies of the following documents with their applications:
   (a) Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe.
   (b) Certificate from the employer stating the pay and allowances drawn at present.
   (c) Testimonials.

4. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be attached with the applications.

5. Every application should be sent in two copies together with all enclosures.

6. Applications should be sent to the Director, Garware Institute of Career Education and Development, Vidyanagari, Kalina, Santacruz (E), Mumbai–400 098, so as to reach him on or before the last date prescribed.

7. Incomplete applications will not be considered.

8. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.

9. Candidates called for interview will have to be present themselves at their own expenses.

10. Canvassing direct or indirect, will be treated a disqualification.

***************
Check list for the candidates (to be attached to the application)

Please [ √ ] wherever applicable

1) Application duly completed: Yes/No

2) Self attested photograph affixed on the application: Yes/No

3) Application signed: Yes/No

4) An attested copy of each of the following certificate is attached.
   
   a) Date of Birth/Age Certificate
   b) Caste Certificate and Caste validity certificate
   c) Non-creamy layer certificate if applicable
   d) Physically handicapped certificate, if applicable
   e) Small family declaration certificate
   f) Educational qualification documents
   g) Computer training certificate (MS-CIT/other)
   h) Experience certificate.
   i) Any other certificate.
Declaration

Form-A
(See Rule-4)

I, Shri/Smt./Kum. _______________________________ Son / daughter/ wife
of Shri _______________________________ Age ________
years, resident of _______________________________
______________________________ do
hereby declare as follows :-

1. That I have filled my application for the post of ________________

2. I have _________ (Number) living children as on today. Out of which no. of
children born after 28th March, 2005 is ________________ .
(Mention dates of birth, if any)

3. I am aware that if any total number of living children are more than two due
to children born after 28th March, 2006, I am liable to be disqualified for the
same post.

Place :
Date :

Signature