

NOTICE

Short Term vacancy for non-teaching contractual staff for Confucius Institute, University of Mumbai

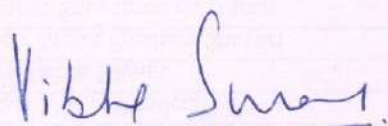
Confucius Institute, University of Mumbai announces interviews for the contractual temporary position of Executive Assistant at the Confucius Institute, University of Mumbai:

Last date of application submission: **5th July, 2022**

Tentative Interview date: **6th July, 2022 at 3.30 pm**

Shortlisted candidates would be sent an email for the interview.

The term period of this vacancy will end on **31st October, 2022**



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



Address: Room no. 110, 1st floor, Ranade Bhavan,
University of Mumbai, Kalina Campus, Santa Cruz
(East), Mumbai - 400 098.

Notice

Short Term vacancy for non-teaching contractual staff for Confucius Institute, University of Mumbai

Position: Executive Assistant (Superintendent Level) at Confucius Institute,
University of Mumbai

Nature of appointment: Contractual, temporary

Total monthly income: Rs. 48,000/-

Age: 18-35 years

Essential Qualification:

1. Graduate in any discipline
2. Excellent IT skills (word, excel, emails, website...)
3. Proficiency in English, Hindi and Marathi
4. Must be willing to acquire proficiency in Chinese Mandarin, if it is lacking
5. Intention of working long term, if desired by University of Mumbai
6. Should be willing to adjust working hours / days as per requirement
7. Must be mature, industrious, reliable, honest, committed, punctual, open to learning, must deliver, possess a positive & pleasant demeanour

Desirable:

1. Post graduation in any discipline
2. Work Experience in related fields
3. Software development and skills for accounts, admissions, exam, office use
4. Proficiency in Chinese language
5. Acquaintance with Tally software

Job Profile:

Assisting the Indian Director, Confucius Institute (CI), University of Mumbai in the following areas:

-organizing admissions - conducting examinations for Chinese-conducting publicity for courses online and offline-maintaining accounts (handling cash too)-handling documentation and filing-taking care of correspondence online and offline-procuring and disseminating Teaching Material-maintaining for Chinese library -networking - maintaining and improving the website for Chinese-answering queries-following up tasks-procuring and maintaining infrastructure -organizing events / programmes for Chinese-ensuring smooth and efficient running of Chinese-learning Chinese if not known -any other such work assigned by the I/c Director

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 following format:

Name	Designation	Contact No.	Email Id	Address
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Application Form
Confucius Institute, University of Mumbai

PHOTO

1.	Position applied for:	Executive Assistant (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. Letter of Motivation with one passport size photo pasted on it.	<input type="checkbox"/>
		4. 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 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 5th July, 2022