





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/

of 20

Date:

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

Application is invited from the eligible candidates for the following post at Garware Institute of Career Education and Development (GICED). Eligible candidates are requested to come on 28/09/2022 at Garware Institute of Career Education and Development, Vidyanagari, Kalina Campus, Santacruz (E), Mumbai 400 098 at 10.30 a.m. along with your resume, necessary documents and 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 and likely to be extended further based on the performance. The post is on consolidated salary.

Sr. No	Name of the Post and Pay scale	No. of Post
110	Promotion Counselor	1
2	Jr. System Officer	1
3	Driver	1

Date: 17th September, 2022

Dr. Keyurkumar Nayak

Director

QUALIFICATION AND EXPERIENCE FOR EACH POST:

1	Promotion Counselor	Qualifications: MBA (Marketing) or equivalent with 55% marks
		Salary : 36,000 Consolidated
		Experience: 3 Years' Experience in the Industry or educational Institute
		Desirable:
		Adequate knowledge of Digital Marketing, SEO, SMO & graphic designing.
		2. Proficient in Ms- Office
		3. Knowledge of Marathi and English is a must
		Good written and spoken communication skills
		Age Limit : Not less than 23 years and Not more than 45 years
1	Jr. System Officer	Qualifications: B.Sc.IT, B.C.A, (Higher Qualification Preferred) Salary : 24,000 Consolidated
		Experience: 2 Years' Experience
		Desirable :
		i) Knowledge of Switches and Routers
		ii) Trouble shooting of OS like XP, Win 7, Linux, Ubuntu
		iii) Installation of any Operating System etc.
		iv) Installation and Troubleshooting of various softwares like SQL 2008, VB, VS 2008, Auto Cad, 3 D Max, Photoshop, Maya etc.
		v) Knowledge of Laptop Hardware and Laptop Trouble Shooting, Projector.
		vi) Knowledge of Foxpro
		vii) Handling of Computer labs.
		viii) Web Hosting and Database Handling.
		ix) Photoshop, CorelDraw
		x) Designing Software Knowledge
		1

		xi) SEO Activities Knowledge Age Limit: Not less than 21 years and Not more than 45 years
3	Driver	Qualifications: 10 th Pass (Should have Valid License of State of Maharashtra)
		Salary: 18000 Consolidated Per month
		Experience: Minimum 5 years' Experience (experience letter required)
		Desirable: Driver may also be subject background checks
		Age Limit: Not less than 21 years and not more than 45 years

Date: 17th September, 2022

Dr. Keyurkumar Nayak
Director

Affix Serial number of the post advertised: passport D.D. to be enclosed for Open Category Rs.200 and size Reserved Category Rs.100 photo dated D.D. No. Name of the Bank and Branch: DD to be drawn in favour of The Director, Garware Institute of Career Education and Development. 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 1. Name in full Surname Shri/Smt./Kum. First name (in BLOCK Middle name letters) Mother's Name 2. Current postal address (in BLOCK letters) Email ID Mobile No. Tel. No. 3. Date of Birth Months Age Years Days Birth Place Nationality Male/Female Married/Unmarried

4

	S.C.	S.T.		D.T./	N.T.		O.B.C.	OPEN
Caste			D.T.(A)	N.T.(B)	N.T.(C)	N.T.(D)		
								¥

5. Post applied under which category (Open/Reserved):

6.

H.S.C. Graduate	Para in the second	
Graduate		
Oraquato		
Post- Graduate		
Doctor's Degree		
Any other qualification		

7.

Examination	English Typing/ Shorthand	Marathi Typing/ Shorthand	Month and Year of Passing	Percentage of Marks obtained	Class/ Division
MS-CIT					wa shiyenak a S
Typing					
Shorthand					

8.

Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

9. Other Qualifications and experience, if any.

c) Salary: Pay Rs. D.A. Rs. H.R.A. I		Organization	where employe) of Rs	
Pay Rs D.A. Rs. H.R.A. I		in the pay-	-scale (pay band) of Rs	
Pay Rs D.A. Rs. H.R.A. I		in the pay-	-scale (pay band) of Rs	
Pay Rs D.A. Rs. H.R.A. I		in the pay-	-scale (pay band) of Rs	
D.A. Rs. H.R.A. I					
H.R.A. I					
H.K.A. I	S				
(d) Date of a	ippointment				
(e) Date of	next increme	ent:			
(f) Attach I	ast Pay Cer	tificate, if any			
Names of pe	ersons who l	nave given tes	stimonials (if an	y)	
1)					
2)					

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: