



UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT
(Autonomous since 2006)
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.
Tel.: 022-6919 5605 / 06, Accts. 6919 5607, Exam Unit : 6919 5614
E-mail: garware@giced.mu.ac.in
Website : www.gicededu.co.in



No. GICED/ 2555 of 20 23

Date : 09/12/2023

UNIVERSITY OF MUMBAI'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 21st December, 2023 at Garware Institute of Career Education and Development, Vidyanagari, Kalina Campus, Santacruz (E), Mumbai 400 098 at 11 a.m. along with your resume, necessary documents and filled prescribed form and detail of qualification and experience of post on 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
1	Promotion Counselor	1
2	Asstt. Librarian	1
3	Peon	1
	Total Post	3


Date: 9th December, 2023


Dr. Keyurkumar Nayak
Director

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

Sr. No.	Name of Post	Eligibility
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: 1. Adequate knowledge of Digital Marketing, SEO, SMO & graphic designing. 2. Proficient in Ms- Office 3. Knowledge of Marathi and English is a must 4. Good written and spoken communication skills Age Limit : Not less than 23 years and Not more than 45 years
2	Asstt. Librarian	Qualification: B.Lib / M.Lib Salary: Rs. 21600/- Experience: Minimum 1 years' experience (Excluding Internship Period) Desirable: 1. Proficient in Ms- Office, Library Software 2. Should be Voracious Reader 3. Knowledge of Marathi and English is a must 4. Should be able to procure books, journals, Magazines as per the subject requirement 5. Good Written and Spoken communication skills Age Limit: Not less than 21 years and Not more than 45 years
3	Peon	Qualifications: 12 th Pass Salary : 10800 Consolidated Experience : 2 to 4 Years in any organization. Desirable: : 1. Should be able to Read and write Marathi and Read English. 2. Knowledge of filing, scanning, fax, dispatch. 3. Knowledge of Operating Xerox Machine and should be able to connect laptop Age Limit : Not less than 21 years and Not more than 45 years

Date: 9th December, 2023


Dr. Keyurkumar Nayak
Director

Affix
passport
size
photo

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

Please [✓] wherever applicable

[illegible][illegible][illegible]

[illegible]

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

6.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post- Graduate					
Doctor's Degree					
Any other qualification					

7.

Technical Qualifications					
Examination	English Typing/ Shorthand	Marathi Typing/ Shorthand	Month and Year of Passing	Percentage of Marks obtained	Class/ Division
MS-CIT	--	--			
Typing					
Shorthand					

8.

[illegible]

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)