



**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/ 242

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 posts at University of Mumbai's, Garware Institute of Career Education and Development (UM-GICED). Eligible candidates are requested to come on **13th 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 mentioned on UM-GICED and Mumbai University website. The appointment will be made for the period of 6 months. The post is on purely temporary contractual basis on consolidated salary. In any case, appointment will not be extended further.

Sr. No	Name of the Post and Pay scale	No. of Post
1	Sr. Accountant	1
2	Jr. Accountant	1
	Total Post	2

Date: 5th August, 2020


Dr. Shivram Garje
I/C. Director

QUALIFICATION AND EXPERIENCE FOR EACH POST:

Sr. No.	Name of Post	Eligibility
1	Sr. Accountant	<p>Qualification: M.Com (with Accountancy as specialization)</p> <p>Salary: Rs.36,000 (consolidated per month)</p> <p>Experience: 3 and above Years experience in Accounts section in any educational institution</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficient in Ms- Office, Tally (with latest version) 2. Should be able to handle general accounts / purchase jobs, liaise with University Administration and departments; 3. Should have knowledge of University ordinances and rules and regulations; 4. should be able to prepare Annual Budget 5. Should be able to prepare Final Account of the Institute single handedly 6. Should be able to draft letter in Marathi and English as well as minutes of the meetings etc. 7. Knowledge of Marathi and English is must. 8. Good Written and spoken communication skills. <p>Age Limit: Not less than 30 years and Not more than 45 years</p>
	Jr. Accountant	<p>Qualification: B.com (with Accountancy as specialization)</p> <p>MS-CIT, a Govt. Commercial certificate of Passing in English Typewriting@40wpm and Marathi typing @30wpm</p> <p>Salary: Rs.21600 (consolidated per month)</p> <p>Experience: 1 to 3 Years experience in Accounts Department of any organization</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Proficient in Ms- Office, Tally (with latest version) 2. Should be able to handle general accounts 3. Should be proficient in handling online Banking system 4. Should be able to prepare P&L A/c, Balance sheet, Final Account 5. Knowledge of Marathi and English is must 6. Good written and spoken communication skills <p>Age Limit: Not less than 21 years and Not more than 45 years</p>

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 : _____

Affix
passport
size
photo

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 Shri/Smt./Kum. (in BLOCK letters)	Surname												
	First name												
	Middle name												

2.

Current postal address (in BLOCK letters)													
Email ID													
Mobile No.													
Tel. No.													

3.

Date of Birth													
Age			Years			Months				Days			
Birth Place													
Nationality													
Male/Female													
Married/Unmarried													

4.

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

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.

Technical/Professional Administrative Experience				
Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

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