

**Prof.(Dr.) Vibha Surana**  
I/C Director



**Confucius Institute,**  
**University of Mumbai**  
Room no. 8, Ground floor,  
**Ranade Bhavan,**  
Kalina Campus, Santacruz (East),  
Mumbai- 400 098. (India)

Reaccredited by NAAC with 'A' Grade

Ref. No. CI / \_\_\_\_\_

Date: 26/4/2017

## NOTICE

### Vacancies for non teaching contractual staff for Confucius Institute, University of Mumbai

Confucius Institute, University of Mumbai announces interviews for the following contractual positions at the Confucius Institute, University of Mumbai:

- Computer Literate Clerk / Senior Steno
- Peon

Address: Room no. 8, Ground floor, Confucius Institute, Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai.

Last date of application submission: 6<sup>th</sup> May, 2017.

For application details and documents required please check the website: <http://mu.ac.in/portal/faculties/arts/languages-linguistics-literature/confucius-institute-chinese-mandarin/>

*Vibha Surana*

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

## **Position: Computer Literate Clerk / Senior Steno**

Age: 18-30 years

Salary: 24000/- per month

Essentials: (Please submit certificates)

1. Bachelor from any discipline
2. 100-120 English shorthand exam appeared
3. Typing speed: Marathi typing - 30wpm & English typing - 50 wpm
4. Self attested photo Id copy
5. 2 testimonials (1 of previous employer and 1 of Gazetted officer)
6. Letter of Motivation
7. Good Communication skills: English, Marathi and Hindi & Excellent Computer skills: Word, Excel, Emails, Website, etc

**Application must be complete for consideration.**

Responsibility:

1. Students Enquires at Office
2. Maintaining & Managing new admission
3. Taking care of examination process
4. Making of cash payment receipts
5. Drafting letters
6. Maintaining proper records of outstanding bills
7. Course promotional activity
8. Any other work assigned by I/c Director or Supervisor

## **Position: Peon**

Age: 18-30 years

Salary: 12000/- per month

Essentials: (Please submit certificates)

1. Minimum HSC passed
2. Self attested photo Id copy
3. 1 testimonial of previous employer / Gazetted officer
4. Letter of Motivation
5. Communication skills: English, Marathi and Hindi & Computer skills: Word, Excel, Internet operation

**Application must be complete for consideration.**

Responsibility:

1. Cleanliness of overall office premises.
2. All outdoor work such as Speed post, couriers, any requirement of office: placing a order or visiting shops, etc.
3. Taking care of visitors as well as office staff's need such as arrangement of water / tea / coffee / snacks for guests at the time of meeting, etc.
4. All the printing works, Xeroxing, scanning, filling papers in proper way.
5. Issuing ID card.
6. Issuing certificates when students come to collect it.
7. Arrangement of room for meeting, seminars, etc.
8. Arranging equipments for lectures
9. Any other work assigned by I/c Director or Supervisor
10. Honest, hardworking, polite, punctual and good at work

**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 6<sup>th</sup> May 2017.

## Confucius Institute, University of Mumbai

### Application Form

1.	Position applied for:	1. Computer Literate Clerk / Senior Steno	<input type="checkbox"/>
		2. Peon	<input type="checkbox"/>
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. The original and self attested true copies of certificates and documents a: Graduation / Post-graduation / Certificate b: MS-CIT / Computer Skills	<input type="checkbox"/>
		2. 1-2 testimonials	<input type="checkbox"/>
		3. Self attested Photo Identity, address and birth date proofs: Aadhar card / Passport / Voters' card / Driving license / ...	<input type="checkbox"/>
		4. Letter of Motivation	<input type="checkbox"/>
		5. Application letter with one passport size photo pasted on it.	<input type="checkbox"/>
9.	E-mail Id & Mobile No.		
10.	Signature of the Candidate:		
	Remarks of the Panel:		