

University of Mumbai

100 Years of German Studies (1913-2013)

Tel. Nos.: 2652 83 59/
2654 33 10 (Dept.)
2654 35 12 (Head)
E-mail.: head@german.mu.ac.in
www.german-mu.com



Department of German
University of Mumbai
Ranade Bhavan, 1st Floor,
Santa Cruz (East),
Mumbai 400 098

Ref. No. GL/ _____

Date: 12/1/2018

NOTICE

Vacancy for non teaching temporary staff for a Marathi Project at Department of German, University of Mumbai

Department of German, University of Mumbai announces interviews for the contractual temporary position of Computer Literate Clerk / Senior Steno for a Marathi Project.

Last date of application submission: 29th January, 2018.

Tentative Interview date: 14th February, 2018

Shortlisted candidates would be sent an email for the interview.

Dr. Meher Bhoot
I/c Head,
Department of German
University of Mumbai

Prof. Dr. Vibha Surana
Coordinator,
Innovative Marathi Language Teaching Project,
Department of German, University of Mumbai.





Notice

Vacancy for non teaching temporary staff for a Marathi Project at Department of German, University of Mumbai

Position: Computer Literate Clerk / Senior Steno

Nature of appointment: Contractual, temporary (6 months) for Innovative Marathi Language Teaching Project

Total monthly income: Rs. 24,000/-

Age: 18-35 years

Essential Qualification:

1. Graduate in Marathi or any discipline with excellent knowledge of Marathi
2. Ability to handle accounts
3. Excellent IT skills (word, excel, emails, website...)
4. Proficiency in Marathi, English and Hindi
5. Should be willing to adjust working hours / days as per requirement
6. Must be mature, industrious, reliable, honest, committed, punctual, open to learning, must deliver, possess a positive & pleasant demeanour

Desirable:

1. Post graduation in Marathi or any discipline with excellent knowledge of Marathi
2. Work Experience in accounts and related fields
3. 100-120 English shorthand exam appeared
4. Typing speed: Marathi typing – 30 wpm & English typing - 50 wpm
5. Software development and skills for accounts and office use
6. Acquaintance with Tally software

Job Profile:

Assisting the Coordinator / Head, Department of German, University of Mumbai in the following areas:

-maintaining accounts -handling cash and bills -correspondent with accounts department -coordination with team members -facilitating the Marathi project work -handling documentation and filing -organizing files -taking care of correspondence online and offline -typing relevant content of the project in Marathi -making monthly reports -general coordination & facilitation -conducting publicity for courses online and offline -networking -maintaining and improving the website -answering queries -following up tasks -procuring and maintaining infrastructure -organizing events / programmes -ensuring smooth and efficient running of the daily activities of the project -any other work such assigned by the Coordinator / Head.

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 below format:

Name	Designation	Contact No.	Email Id	Address
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Head
Department of German
University of Mumbai



Application Form
Department of German, University of Mumbai

1.	Position applied for:	Computer Literate Clerk / Senior Steno (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. 2 testimonials	<input type="checkbox"/>
		4. Letter of Motivation with one passport size photo pasted on it.	<input type="checkbox"/>
		5. 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 Department of German, University of Mumbai, Room no. 8, Ground floor, Ranade Bhavan, University of Mumbai, Kalina Campus, Santa Cruz (E), Mumbai - 98 on or before 29th January 2018.


Department of German
University of Mumbai