

UNIVERSITY OF MUMBAI'S

GARWARE INSTITUTE OF CAREER EDUCATION & DEVELOPMENT

Advertisement No.: 3

dated 23rd June, 2017

Application are invited from the eligible candidates for the following posts at Garware Institute of Career Education & Development (GICED). The appointment will be made for a period of 3 years and likely to be extended for 2 more years based on the performance. University of Mumbai's Garware Institute of Career Education and Development reserves the right to increase or decrease the number of posts or keep the post vacant. The candidates should possess the required educational qualifications, age and experience on the date of advertisement. The posts are on consolidated salary.

The Last date of submission of Form: 7th July, 2017

Sr. No	Name of the Post and Pay scale	Reservation							
		Open	S.C.	S.T.	D.T.	N.T.	OBC	Others	Total
1	Sr. System Officer	1	--	--	--	--	--	--	1
2	Promotion Counselor	1	--	--	--	--	--	--	1
3	Jr. System Officer	--	1	--	--	--	--	--	1
4	Peon	--	1	--	1	--	--	--	2
5	Hamal cum Sweeper	--	--	1	--	1	--	--	2
	Total								7

Mumbai

Date: 23rd June, 2017



I/C. DIRECTOR
University of Mumbai's
Garware Institute of Career
Education and Development

QUALIFICATION AND EXPERIENCE FOR EACH POST:

The Appointments will be made for a period of 3 years initially and the candidates are likely to be reappointed based on their performance during the 3 years and EPF facility available.

Post Name: Sr. System Officer

No. of Post: 01 (Open)

Qualification: B.Sc. IT , BCA Additional certifications in IT related field which complement the above job roles (minimum 1 or 2 certificate required)

Salary: Rs. 30,000 (consolidated per month)

Experience: Minimum 4 and above experience in Educational Organization

Desirable:

1. Installation & Configuration of different types of Switches & routers
2. Installation & Troubleshooting of Foxpro, GDS Systems & Jewellery Design Software
3. Maintaining updates of Website as well as Database update
4. Supporting the roll-out of new application and software
5. Providing support: To purchase order of New requirement / keep follow up Including procedure, Documentation & relevant reports.
6. Installation & troubleshooting of CCTV Camera System & backup system
7. Providing Technical Support for Promotion courses
8. Common basic Technical Knowledge of OS, Hardware and Basic software etc.
9. Coordinate with all Technical Staff & Workshop Technician
10. Good written and spoken communication skills
11. Manage and maintain Digital Marketing platform

Age Limit: Not less than 21 years and Not more than 45 years

Post Name: Promotion Counselor

No. of Post: 01 (Open)

Qualification: M.A. in Counseling Psychology / Clinical Psychology – 55% marks shall be applicable

Salary: Rs.25,000 (consolidated per month)

Experience: 3 and above Years experience in Counseling

Desirable:

1. Proficient in Ms- Office
2. Knowledge of Marathi and English is a must
3. Good written and spoken communication skills
4. Certification in REBT or cognitive theories or / and Certification of Psychometric Testing

Age Limit: Not less than 21 years and Not more than 45 years

Post Name: Jr. System Officer

No. of Post: 01 (SC)

Qualification: B.Sc. IT , BCA

Salary: Rs. 18,000 (consolidated per month)

Experience: Minimum 2 and above experience in Educational Organization

- Desirable:**
1. Knowledge of Switches and Routers
 2. Trouble shooting of OS like XP, Win 7, Linux, Ubuntu
 3. Installation of any Operating Systems etc.
 4. Installation and Troubleshooting of various software's like SQL 2008, VB 2008, Auto Cad, 3D Max, Photoshop, Maya etc.
 5. Handling of Computer Labs
 6. Good written and spoken communication skills

Age Limit: Not less than 21 years and Not more than 45 years

Post Name: Peon

No. of Post: 02 (SC; DT)

Qualification: 10th Pass

Salary: Rs. 9,000 (consolidated per month)

Experience: 1 Year and above experience 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 laptop

Age Limit: Not less than 21 years and Not more than 45 years

Post Name: Hamal cum Sweeper

No. of Post: 02 (ST; NT)

Qualification: 8th Pass

Salary: Rs.9,000 consolidated per month

Experience: 1 Year and above experience in any organization

- Desirable:**
1. Should be able to read and write Marathi and read English
 2. Cleaning classrooms, toilets, corridors etc.

Age Limit: Not less than 21 years and Not more than 45 years

Only a few candidates will be short-listed based on order of merit, to appear for the interview.
They will be informed of the date of Interview

Venue: Garware Institute of Career Education & Development, University of Mumbai,
Vidyanagari Campus, Santacruz (E), Mumbai 400 098.

For Application details please check the website: [www. gicededu.co.in](http://www.gicededu.co.in)

Date: 22nd June, 2017



Dr. Anil Karnik
I/C. DIRECTOR

Instruction to the applicants

The candidates should ascertain their eligibility for the post/s before submission of application.

- 1) Working knowledge of Marathi Language is required for all posts
- 2) The application will be accepted from 23rd June, 2017 to 7th July, 2017.
- 3) The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribe) i.e. D.T.-(A), N.T.(B), N.T.(C), N.T.(D), S.B.C. and O.B.C. as per the orders regarding the implementation of the said provisions issued by the Government vide circular of Social Justice, Cultural Affairs and Special Assistance Department No. C.B.C.-10/2006/PK-15/MVK-5, dated 30th June, 2006. Candidates belonging to the said categories are required to submit their Caste Certificate and Non-Creamy Layer Certificate accordingly at the time of interview.
- 4) As per the Government Resolution from the General Administration Department No.BCC 2011/Pra.kra.1064/2011/16-B dated 12th December, 2011, the selected candidate belonging to the reserved category shall produce the Caste validity certificate within 6 months from the date of appointment.
- 5) As per the Government Resolution from G.A.D. No. Training 2000/ P.K.61/2001/39, dated 19th March, 2003, the candidate should submit anyone of the 'C.C.C.' or 'O' level, 'A' level or 'B' or 'C' level passing certificate from recognized D.O.E.A.C.C. Society or MS-CIT passing certificate from recognized institute of Maharashtra State within a period of two years from the date of his/her appointment.
- 6) All rights relating to changes in posts, increase or decrease in the posts is reserved by the Director, Garware Institute of Career Education & Development, University of Mumbai and his decision in this regard will be final.
- 7) Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as OPEN as per G.R.No.CBC-1084/54577(1813)BCW-5, dated 1st November, 1985 and Circular No.CBC-1688(2829)MAVAK-5, dated 29th July, 1988. The posts of reserved category will be filled in by the candidate/s domicile of State of Maharashtra only.
- 8) The reservation for female candidates will be in accordance with Government Resolution No.81/2001/MSA-2000/pa.kra.415/Kaa-2 dated 25th May, 2001 issued by the Women's Child Welfare Department.
- 9) As per the General Administration Department, Mantralaya, Mumbai 400 032 Notification No.SRV.2000/CR(17/2000)/XII, dated 28th March, 2005 in respect of 'Small Family' a person who desires to apply for any post in Group A, B, C and D in any Government Service shall submit declaration form along with the application form. Candidates who are not married or unmarried shall also fill the declaration form and submit it with their signature stating N.A. wherever not applicable. The prescribed application form along with details regarding the Qualifications, Experience, Age and Pay Scale etc. may be downloaded from the University Web Site www.mu.ac.in . Separate application should be submitted for each post in separate envelope superscribing the name of the post applied for. Applicants belonging to reserved category should submit Demand Draft of Rs.100/- and the applicants of open category should submit Demand Draft of Rs.200/- as the cost towards processing fee for each post, drawn in favour of "Director, Garware Institute of Career Education & Development" payable at Mumbai along-with attested copies of certificate/s should be sent in an envelope superscripted "Application for the post of _____", so as to reach. the same to the Director, Garware Institute of Career Education & Development, University of Mumbai, Vidyanagari, Kalina, Santacruz (E), Mumbai- 400 098 before 5.30 p.m. on 7th July, 2017. Applications received after

the last date prescribed will not be accepted.

- 11) Applicants already in the employment of Government, Semi-Government or University on permanent establishment should submit their applications through proper channel on or before last date prescribed in this advertisement.
- 12) Applications with incomplete information, erased/wrong information, non availability of required educational qualifications, experience, age, caste certificate etc. non-attested certificates, without processing fees and any application misplaced or lost or delayed by the postal Department etc. will not be considered. Correspondence will not be made in this regard.
- 13) Applicants who are not eligible will not be informed independently/ individually. Applicants are not allowed to make inquiry in this behalf.
- 14) Applicants should attend Examination/test/interview on his own expenses.
- 15) On verification, if it is found that the information received from an applicant is faulty and or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled at any stage of recruitment and even after issuing of appointment order too.
- 16) Any change in address given in the application form should be communicated to the Director, Garware Institute of Career Education & Development University of Mumbai, Vidyanagari, Kalina, Santacruz (E), Mumbai- 400 098.
- 17) Canvassing directly or indirectly will be a disqualification.
- 18) Fees once paid will not be refunded for any reason whatsoever, nor will it be reserved for any other examination.
- 19) All the Government Resolutions/Circulars issued by the Government of Maharashtra from time to time will be applicable.

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																	
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