NOTICE

Vacancy for non teaching contractual staff for Confucius Institute, University of Mumbai

Confucius Institute, University of Mumbai announces interviews for the <u>contractual temporary position of Executive Assistant</u> at the Confucius Institute, University of Mumbai:

Last date of application submission: 15th February, 2019.

Tentative Interview date: 21st February, 2019

Shortlisted candidates would be sent an email for the interview.

Prof. Dr. Vibha Surana

I/c Director, Confucius Institute

University of Mumbai



Notice

Vacancy for non teaching contractual staff for Confucius Institute, University of Mumbai

Position: Executive Assistant (Superintendent Level) at Confucius Institute,

University of Mumbai

Nature of appointment: Contractual, temporary

Total monthly income: Rs. 48,000/-

Age: 18-35 years

Essential Qualification:

1. Graduate in any discipline

2. Excellent IT skills (word, excel, emails, website...)

3. Proficiency in English, Hindi and Marathi

4. Must be willing to acquire proficiency in Chinese Mandarin, if it is lacking

5. Intention of working long term, if desired by CI, UoM

6. Should be willing to adjust working hours / days as per requirement

7. Must be mature, industrious, reliable, honest, committed, punctual, open to learning, must deliver, possess a positive & pleasant demeanour

Desirable:

1. Post graduation in any discipline

2. Work Experience in related fields

3. Software development and skills for accounts, admissions, exam, office use

4. Proficiency in Chinese language

5. Acquaintance with Tally software

Job Profile:

Assisting the Indian Director, Confucius Institute (CI), University of Mumbai in the following areas:

-organizing admissions - conducting examinations for CI as well as as HSK exam centre-conducting publicity for courses online and offline-maintaining accounts (handling cash too)—handling documentation and filing-taking care of correspondence online and offline-procuring and disseminating Teaching Material-maintaining CI library -networking -maintaining and improving the CI website-answering queries-following up tasks-procuring and maintaining infrastructure -organizing events / programmes of the CI-ensuring smooth and efficient running of the CI-learning Chinese if not known -any other such work assigned by the Director

Documents required along with the application form:

1. Masters or/and Bachelor Degree Certificate/s

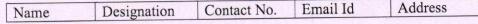
2. Certificate/s for computer skills

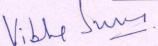
3. Self attested photo Id copy with address proof

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 following format:





Application Form
Confucius Institute, University of Mumbai

РНОТО

1.	Position applied for:	Executive Assistant (Contractual Temporary)	
2.	Name:		
3.	Date of Birth & Age:	ART CONTRACTOR OF THE CONTRACT	
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	
	A stable in	2. Open	
8.	Documents attached:	Self attested true copies of certificates and documents a: Graduation / Post-graduation / Certificate b: MS-CIT / Computer Skills	
	au se in Orthog	2. Self attested Photo Identity, address and birth date proof: Aadhar card / Passport / Voters' card / Driving license /	
		3. 2 testimonials	П
		4. Letter of Motivation with one passport size photo pasted on it.	
		5. 2 references of current and previous employer	
9.	Email Id & Mobile No.		
	Yes	* 1	
10.	Signature of the Candidate:		
	Remarks of the Panel:		

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 15th February 2019.

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