



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
(Autonomous since 2006)  
Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.  
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E-mail: garware@giced.mu.ac.in  
Website : www.gicededu.co.in



No. GICED/

18 |

of 2024

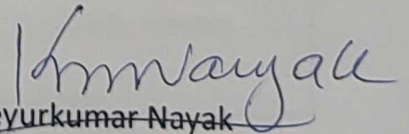
Date : 18/4/24

UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT

Application is invited from the eligible candidates for the following post at Garware Institute of Career Education and Development (GICED). Eligible candidates are requested to come on 29<sup>th</sup> April, 2024 at Garware Institute of Career Education and Development, Vidyanagari, Kalina Campus, Santacruz (E), Mumbai 400 098 at 11 a.m. along with your resume, necessary documents and filled prescribed form and detail of qualification and experience of post on GICED and Mumbai University website. The appointment will be made for 6 months and likely to be extended further based on the performance. The post is on consolidated salary.

Sr. No	Name of the Post and Pay scale	No. of Post
1	Promotion Counselor	1
2	Jr. System Officer	1
3	Peon	1
	Total Post	3

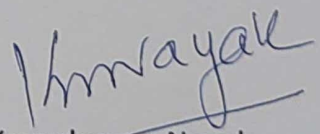
Date: 18<sup>th</sup> April, 2024

  
Dr. Keyurkumar Nayak  
Director

**UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT**

Sr. No.	Name of Post	Eligibility
1	Promotion Counselor	<p>Qualifications: MBA (Marketing) or equivalent with 55% marks  Salary : 43,200 Consolidated  Experience: 3 Years' Experience in the Industry or educational Institute  Desirable:</p> <ol style="list-style-type: none"> <li>1. Adequate knowledge of Digital Marketing, SEO, SMO &amp; graphic designing.</li> <li>2. Proficient in Ms- Office</li> <li>3. Knowledge of Marathi and English is a must</li> <li>4. Good written and spoken communication skills</li> </ol> <p>Age Limit : Not less than 23 years and Not more than 45 years</p>
2	Jr. System Officer	<p>Qualifications : B.Sc.IT, B.C.A, (Higher Qualification Preferred)  Salary : 24,000 Consolidated  Experience : 2 Years' Experience in Educational institute  Desirable : :</p> <ol style="list-style-type: none"> <li>i) Knowledge of Switches and Routers</li> <li>ii) Trouble shooting of OS like XP, Win 7, Linux, Ubuntu</li> <li>iii) Installation of any Operating System etc.</li> <li>iv) Installation and Troubleshooting of various softwares like SQL 2008, VB, VS 2008, Auto Cad, 3 D Max, Photoshop, Maya etc.</li> <li>v) Knowledge of Laptop Hardware and Laptop Trouble Shooting, Projector.</li> <li>vi) Knowledge of Foxpro</li> <li>vii) Handling of Computer labs.</li> <li>viii) Web Hosting and Database Handling.</li> </ol> <p>Age Limit : Not less than 21 years and Not more than 45 years</p>
3	Peon	<p>Qualifications: 12<sup>th</sup> Pass  Salary : 10800 Consolidated  Experience : 2 to 4 Years in any organization.  Desirable: :</p> <ol style="list-style-type: none"> <li>1. Should be able to Read and write Marathi and Read English.</li> <li>2. Knowledge of filing, scanning, fax, dispatch.</li> <li>3. Knowledge of Operating Xerox Machine and should be able to connect laptop</li> </ol> <p>Age Limit : Not less than 21 years and Not more than 45 years</p>

Date: 18<sup>th</sup> April, 2024

  
Dr. Keyurkumar Nayak  
Director











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)