



UNIVERSITY OF MUMBAI'S
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT
(Autonomous since 2006)

Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.
Tel.: 2653 02 58 / 59, Accts. 2653 02 57, Exam Unit : 2653 02 56
E-mail: garware@giced.mu.ac.in
Website : www.gicededu.co.in



No. GICED/

of 20

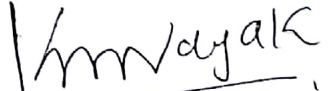
Date :

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 **28/09/2022** at Garware Institute of Career Education and Development, Vidyanagari, Kalina Campus, Santacruz (E), Mumbai 400 098 at **10.30 a.m.** along with your resume, necessary documents and filled prescribed form and detail of qualification and experience of post on UM-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	Driver	1

Date: 17th September, 2022

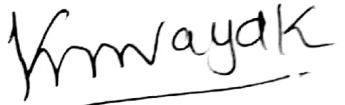

Dr. Keyurkumar Nayak
Director

QUALIFICATION AND EXPERIENCE FOR EACH POST:

1	Promotion Counselor	<p>Qualifications: MBA (Marketing) or equivalent with 55% marks</p> <p>Salary : 36,000 Consolidated</p> <p>Experience: 3 Years' Experience in the Industry or educational Institute</p> <p>Desirable:</p> <ol style="list-style-type: none"> 1. Adequate knowledge of Digital Marketing, SEO, SMO & graphic designing. 2. Proficient in Ms- Office 3. Knowledge of Marathi and English is a must 4. Good written and spoken communication skills <p>Age Limit : Not less than 23 years and Not more than 45 years</p>
1	Jr. System Officer	<p>Qualifications: B.Sc.IT, B.C.A, (Higher Qualification Preferred)</p> <p>Salary : 24,000 Consolidated</p> <p>Experience: 2 Years' Experience</p> <p>Desirable :</p> <ol style="list-style-type: none"> i) Knowledge of Switches and Routers ii) Trouble shooting of OS like XP, Win 7, Linux, Ubuntu iii) Installation of any Operating System etc. iv) Installation and Troubleshooting of various softwares like SQL 2008, VB, VS 2008, Auto Cad, 3 D Max, Photoshop, Maya etc. v) Knowledge of Laptop Hardware and Laptop Trouble Shooting, Projector. vi) Knowledge of Foxpro vii) Handling of Computer labs. viii) Web Hosting and Database Handling. ix) Photoshop, CorelDraw x) Designing Software Knowledge

		xi) SEO Activities Knowledge Age Limit : Not less than 21 years and Not more than 45 years
3	Driver	Qualifications: 10 th Pass (Should have Valid License of State of Maharashtra) Salary: 18000 Consolidated Per month Experience: Minimum 5 years' Experience (experience letter required) Desirable: Driver may also be subject background checks Age Limit: Not less than 21 years and not more than 45 years

Date: 17th September, 2022


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)