



SOMAIYA
VIDYAVIHAR

K J Somaiya College of Science & Commerce



Date:- 02.01.2025

RECRUITMENT ADVERTISEMENT

**APPLICATIONS ARE INVITED FOR
POST OF SENIOR CLERK
FOR THE ACADEMIC YEAR 2024-2025
UNAIDED**

| No. | Department/Subject | Total No. of Posts |
|-----|--------------------|--------------------|
| 1 | Senior Clerk | 01 |

The above posts are open category post.

The candidates having English & Marathi Knowledge will be preferred.

The age limit for the above post is between 18 yrs to 28 yrs.

Required Qualification Graduate from any field also MS- CIT, English / Marathi Typing 30 to 40 wpm, Minimum 2 to 3 years of relevant experience also experience in Excel is preferred.

Applicants who are already employed must send their applications through proper channel supported by required NOC.

Applicants to please note:

- Applicants are requested to forward the duly filled application form (attached to this advertisement) with all supporting documents on recruit.kjssc@somaiya.edu on or before 10 days (till 14th January 2025) from the date of advertisement.
- Applicants are requested to communicate through email only.

Sd/-

PRINCIPAL

PHOTO

APPLICATION FORM

News Paper / WebPortal

Date of Advertisement: _____

Post applied for: _____

Full Name: _____

Date of Birth: _____

Mobile No.: _____ Email ID : _____

Address for Correspondence: _____

Qualification Details:

| Examination Passed | University /Board | Month & year of Passing | Subjects Offered | Percent--age of Marks obtained | Class/ Division | Whether the exam. was passed as Regular student or as External student |
|--------------------|-------------------|-------------------------|------------------|--------------------------------|-----------------|--|
| S.S.C. | | | | | | |
| H.S.C. | | | | | | |
| Bachelor's Degree | | | | | | |
| Master's Degree | | | | | | |
| Other | | | | | | |

Details about Experience

| Name of Institution where employed previously | Designation of post held | Nature of appointment Full-time/ Part-time Permanent/Temporary Probationary | Nature of work | Period of appointments with dates | Pay scale and Gross salary / Consolidated |
|---|--------------------------|---|----------------|-----------------------------------|---|
| | | | | | |

Signature of the Candidate