



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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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 **Lower Grade Stenographer post** at Garware Institute of Career Education and Development (GICED). Eligible candidates are requested to come on **16th May, 2019** 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 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.

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| Name of the post | Lower Grade Stenographer |
| No. of post | 1 - Open |
| Qualification | Graduate in any stream (Medium of Language -English) A Govt. Commercial of Passing in Typing @40 w.p.m. in English, Marathi Typing @30 w.p.m. MSCIT, English Shorthand @120 wpm Marathi Typing @90 wpm |
| Salary | Rs. 18,000/- consolidated per month |
| Experience | 1 to 3 Years Experience in Administrative Department of any organization (Preferred) |
| Desirable | 1. Proficient in MS office 2. Should be able to handle general administration and other duties 3. should be able to draft Letters/Notes/Minutes of the meetings, etc in English and Marathi 4. Knowledge of Marathi and English is must 5. Good Written and spoken communication skills |
| Age Limit | Not less than 21 years and not more than 45 years |

Date: 8th May, 2019

Shivram
Dr. Shivram Garje
I/C. Director

