

NOTICE

Vacancy for non-teaching Temporary staff for Chinese at Department of German University of Mumbai

Department of German, University of Mumbai announces interviews for the temporary position of Data Entry Operator at the Department of German, University of Mumbai:

Last date of application submission: 26.09.2022

Tentative Interview date: 01.10.2022 from 2pm onwards.

Shortlisted candidates would be sent an email for the Interview.

The maximum term period of this vacancy will be of 2 years only from 2022-2024.

Vibha Surana

Prof. Dr. Vibha Surana
I/c Director,
Confucius Institute
University of Mumbai



Address: Room no. 110, 1st floor, Ranade Bhavan,
University of Mumbai, Kalina Campus, Santa Cruz
(East), Mumbai - 400 098.

Notice

Vacancy for non-teaching temporary staff for Chinese at Department of German, university of Mumbai

Data Entry Operator for Chinese at Department of German, University of Mumbai

Nature of appointment: Temporary

Total monthly income: Rs. 38,400/-

Age- 18-35 years

Essential Qualification:

1. Graduate in any discipline
2. Experience with MS Office, Word, Excel etc.
3. Proficiency in English and Hindi.
4. Outstanding organizational and time management skills, with an ability to stay focused on assigned tasks.
5. Excellent verbal and written communications skills
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. Prior Work Experience in administration.
3. Software development and skills for accounts, admissions, exam, office use
4. Proficiency in Chinese language & Marathi.

Job Profile:

Assisting the former I/C Director, Confucius Institute (CI) and Head, Department of German, University of Mumbai in the following areas:

-organizing admissions- Answering queries, act as the point of contact among administrative staff, teachers and students - conducting examinations for Chinese- conducting publicity for courses online and offline-maintaining accounts (handling cash too)- Scan documents and print files. Handle accounts of daily expenses - handling documentation and filing-taking care of correspondence online and offline-procuring and disseminating Teaching Material-maintaining for Chinese library - networking maintaining and improving the website for Chinese-following up tasks-procuring and maintaining infrastructure, equipment like printers, projectors etc.- organizing events / programmes for department ensuring smooth and efficient running of Chinese-learning Chinese if not known -any other such work assigned. Ensure proper use and maintenance of office

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. Two references and contact details of current and previous employer in following format:

Name	Designation	Contact No.	Email Id	Address

PHOTO

Application Form
Confucius Institute University of Mumbai & Department of German

1.	Position applied for:	<u>Data Entry Operator (Temporary)</u>	
2.	Name:		
3.	Date of Birth & Age:		
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	
		2. Open	
8.	Documents attached:	Same as above.	
9.	Email Id & Mobile No.		
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 26.09.2022 by 4 pm.

NOTICE

Vacancy for non-teaching Temporary staff for
Chinese at
Department of German University of Mumbai

Department of German, University of Mumbai announces interviews for the temporary position of Sr. Clerk at the Department of German, University of Mumbai:

Last date of application submission: 26.09.2022

Tentative Interview date: 01.10.2022 from 2pm onwards.

Shortlisted candidates would be sent an email for the Interview.

The maximum term period of this vacancy will be for 2022-2024 only.



Prof. Dr. Vibha Surana
I/c Director,
Confucius Institute
University of Mumbai



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University of Mumbai, Kalina Campus, Santa Cruz
(East), Mumbai - 400 098.

Notice

Vacancy for non-teaching temporary staff for Chinese at Department Of German, university of Mumbai

Sr. Clerk for Chinese at Dept. Of German, University of Mumbai

Nature of appointment: Temporary for maximum 2 years only

Total monthly income: Rs. 20,200/-

Age- 18-35 years

Essential Qualification:

1. Graduate in Commerce
2. Experience with MS Office and Tally software.
3. Excellent organizational skills and attention to detail.
4. Understanding of basic office practices, procedures, and equipment.
5. Proficiency in English, Hindi and Marathi.
Assist co-workers with various issues if occurred in software, printer or internet.
6. Familiar with operational area within banks.
7. Familiar with audits, bill forms etc.
8. Should be willing to adjust working hours / days as per requirement
9. 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. Prior Work Experience as accountant or similar roles.
3. Software development and skills for accounts.

Job Profile: The ability to manage administrative and accounts work. Accurate data entry of daily expenses in excel. Preparation of accounts, keeping inventory, handling correspondence, following up bills and tasks etc.. Assist the former I/c Director of Confucius Institute University of Mumbai and HoD, Department of German, University of Mumbai in admin matters related to the Department as assigned by them.

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 (I of current employer and I of previous employer / Gazetted officer)
5. Letter of Motivation
6. 2 references of current and previous employer in following format:

Name	Designation	Contact No.	Email Id	Address

Application Form
Confucius Institute, University of Mumbai

PHOTO

1.	Position applied for:	Sr. Clerk (Temporary)	
2.	Name:		
3.	Date of Birth & Age:		
4.	Qualification:		
5.	Work Experience:		
6.	Computer Skills:		
7.	Category:	1. Reserved	
		2. Open	
8.	Documents attached:	Same as above.	
9.	Email Id & Mobile No.		
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 26.09.2022 by 4 pm.