

Advertisement

21/02/2022

Applications are invited for filling up the following temporary post (I) of Technical help-I (Executive Assistant) in the Institutional Ethics Committee (IEC) office, Seth GS Medical College & KEM Hospital, Parel, Mumbai 400 0012.

Post - Technical help-I (Executive Assistant)

Qualification – B.Sc., B.A Basic Computer Knowledge is preferred.

Stipend up to a maximum of Rs. 9,000/- month (all inclusive)

Duty hours: 9.30 am to 5.00 pm.

The tenure of the post will be for a period of 6 months only and is purely of a contractual nature. The post would automatically cease after completion of 6 months or earlier. The eligible candidate should forward their applications (with bio-data, phone number for communication and the necessary documents as evidence towards qualification) neatly typed to

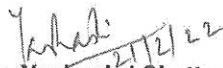
Address: Institutional Ethics Committee, New UG/PG Hostel, 20 Storey Hostel Building,
Ground Floor, KEM Hospital Campus, Near Main boys hostel, Dr. S.S. Rao's, Marg,
Near Parel, Mumbai. 400012. OR


Email: iec-1@kem.edu

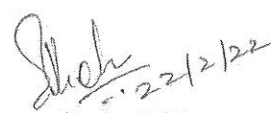
The top of the envelope should be marked “**Application for the post of Technical help-I (Executive Assistant)**”. The application should be submitted at above address on or before **13.03.2022** (before **4.00 p.m.**). The interview date will be intimated telephonically. y

Please note the following

1. The appointment will be temporary. The selected candidate will abide by the rules of DJST and will not be employee of the Municipal Corporation of Greater Mumbai.
2. **Tenure:** It is tenable for 6 month and only from the date of joining duty and is a contractual appointment. The appointment would automatically cease after completion of 1 year.
3. **Administrative control:** The candidate will be under the administrative control of the Member Secretary of IEC. The rules of Municipal Corporation of greater Mumbai and / or the Government of India DO NOT apply to this post. Rules and regulations as decided by the Diamond Jubilee Society Trust.
4. **Probation:** The post can also be terminated at any time on a months notice if the progress is not satisfactory. The post can also be terminated if the particulars given in the application form are found to be incorrect or false. The institute also reserves the right to terminate without assigning any reason.
5. **Travel for interview will not be reimbursed.**


Dr. Yashashri Shetty
Member Secretary
IEC-I


Dr. Shilpashree Palsule
Member Secretary
IEC-II


Dr. Jaimala Shetye(P.T.)
Acting Member Secretary
IEC-III