



Department of Pharmacology & Therapeutics

1st Floor, College Building,

Seth GS Medical College & KEM Hospital, Parel, Mumbai-400 012.

Tel: 91-22-24107444

email: infopharmacology@kem.edu

STAFF RECRUITMENT

Applications are invited for recruitment of the following **contractual staff on fixed remuneration** in Department of Pharmacology & Therapeutics of Seth GS Medical College & KEM Hospital

Sr. No	Name of The Post	No of Posts
1	Multipurpose Office Assistant	01

Applicants should note that these posts are NOT under BMC establishment.

Essential Qualifications:

1. Bachelor's degree from a recognized University with 50% marks
2. Experience of **one year** as secretarial and/or clerical staff
3. Capacity to work independently on computers for making letters, checking, and sending emails and handling day-to-day accounts.
4. Knowledge of English, Marathi and Hindi with good communication skills
5. Knowledge of drafting and typing letters in Marathi.

Age limit:

Less than 30 Years as on 01.09.2023.

However, in case of In-service & Reserved Category candidates, 5 years relaxation is admissible in upper age limit upon submission of relevant documents.

Interested candidates should forward their applications, in the prescribed format to:

Dr. Sandhya Kamat,
Professor & Head,
Department of Pharmacology & Therapeutics,
1st Floor, College Building,
Seth GS Medical College & KEM Hospital,
Acharya Donde Marg, Parel, Mumbai – 12.

The envelope containing the duly filled application form should be superscribed as “**Application for the post of Multipurpose Office Assistant (Department of Pharmacology & Therapeutics)**”.

Application should be submitted at the above said address on or before 18th August 2023.

TENURE OF THE POST

Above post is temporary in nature and will be filled up purely on contractual basis with initial appointment for period NOT more than 180 days as per All societies guidelines for appointing contractual staff 2022-26, Seth GS Medical College & KEM Hospital. The employment on the post will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless reemployment letter is issued.

GENERAL TERMS AND CONDITIONS:

- 1) The vacancy mentioned is as per the sanction from Dean, Seth GS Medical College & KEM Hospital.
- 2) Those candidates who are employed in Central Govt. /State Govt. /Union Territories/Statutory Bodies/ Research Organizations etc., should send their applications along with N.O.C through proper channel. However, they may send an advance copy of their application along with requisite documents to reach this office on or before the scheduled last date of submission of application.
- 3) Only those applications which are complete as per the prescribed format will be accepted. Incomplete/ unsigned application, applications without photograph or self-attested copies of requisite documents will be summarily rejected without any communication to the applicant.
- 4) The Department of Pharmacology & Therapeutics will not be responsible for any postal delay/late delivery of the application and those applications received by post after the scheduled last date of submission will not be accepted.
- 5) Municipal Commissioner, BMC and/or Dean, Seth GS Medical College & KEM Hospital Mumbai reserve all the rights for interpretation of any terms and conditions, or any query/questions arising in this context. The decision of Municipal Commissioner, BMC and/or Dean, Seth GS Medical College & KEM Hospital Mumbai will be final in all the respects. The area of jurisdictions is Mumbai only.
- 6) Candidates will not be reimbursed for travel allowance to attend the interview.

SERVICE-RELATED TERMS AND CONDITIONS:

Recruitment on contractual basis on consolidated remuneration for above mentioned posts is as per the 'All-societies guidelines for appointing contractual staff 2022-26, Seth GS Medical College & KEM Hospital' sanctioned by Dean, Seth GS Medical College & KEM Hospital Mumbai. The conditions of employment are:

- 1) The candidate employed will be initially appointed for a period not more than 180 days and the reemployment will be subject to the conditions prevailing at that time. The reemployment will be done only if the performance of the candidate is found satisfactory.

- 2) The selected candidate should submit letter of willingness /acceptance for all the terms and conditions mentioned in the appointment letter.
- 3) The selected candidate so appointed will not be entitled for any other financial/non-financial Benefits/facilities, or any special allowances except fixed consolidated emoluments. The candidate appointed will not be considered as regular employee of the Seth GS Medical College & KEM Hospital /BMC, Mumbai and will not be entitled for any service benefits in this regard. Further, the service of candidate will not be considered as a continuous service at the time of applying/appointment of any other post(s) of BMC, Mumbai.
- 4) Central or state government taxation (as applicable) will be deducted at source from the consolidated/ fixed salary of candidate.
- 5) The candidate appointed shall work as per the duties assigned by Professor & Head, Department of Pharmacology & Therapeutics, and will abide by the rules of Seth GS Medical College & KEM Hospital (G&K) and Seth GS Medical College & KEM Hospital Diamond jubilee Society Trust (DJST)
- 6) If the attendance, performance of duties and behavior of the employee are not found to be satisfactory, appointed candidate can be relieved from the said post before the expiry of the contractual period without any prior notice in this regard.
- 7) If any appointed candidate remains on leave for continuous seven (07) days or more without prior permission of the competent authorities, he/she will be relieved automatically from his/her post.
- 8) If the candidate so appointed, intends to terminate the contract can do so by giving 30days prior notice.

Note: The date of interview and names of shortlisted candidates shall be intimated separately. No intimation will be sent to candidates who are not shortlisted.

Date:

Shuk
9/8/23

Dean, K.E.M.H. & Seth G.S.M.C.,
Parel, Mumbai - 400 012.

Kamat

Dr. Sandhya Kamat
Professor & Head

Professor & Head
Dept. of Pharmacology & Therapeutics
Seth. G. S. Medical College,
Parel, Mumbai-400 012.



Department of Pharmacology & Therapeutics

1st Floor, College Building,

Seth GS Medical College & KEM Hospital, Parel, Mumbai-400 012.

Tel: 91-22-24107444

email: infopharmacology@kem.edu

Application Form for Post of Multipurpose Office Assistant

(Nature of appointment: Contract basis on monthly consolidated remuneration)

(With reference to advertisement published on date: _____)

Affix Passport Size
Photograph
(Self-Attested)

Applicant's Detail

(Complete in Block Letters)

1. Name of Candidate: _____
(Surname) (First Name) (Middle Name)

2. Father's Name /
Husband's Name: _____
(Surname) (First Name) (Middle Name)

3. Date of Birth: DD / MM / YYYY 4. Sex: Male Female

4. Current Postal /
Correspondence
Address _____

City: _____ Pin: _____ State: _____

5. Telephone Numbers (with area code)

Phone: _____ Mobile: _____

6. E-mail Address: _____

7. Academic Qualifications:

Degree	Subject	University/ Board	Year of Passing	% Of Marks (Final Year)	Attempt	Outstanding achievement, if any
Bachelors'						
Any Other						

(Attach separate sheet if required)

8. Additional Qualifications:

Course	Subject	University/ Board	Year of Passing	% Of Marks (Final Year)	Attempt	Outstanding achievement, if any

(Attach separate sheet if required)

Proficiency in Languages:



Department of Pharmacology & Therapeutics

1st Floor, College Building,

Seth GS Medical College & KEM Hospital, Parel, Mumbai-400 012.

Tel: 91-22-24107444

email: infopharmacology@kem.edu

Application Form contd....

9a. Present employment:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

9b. Past Work Experience:

Designation	Name of Organization/ Employer	Duration		Experience (In Years & Months)	Monthly salary
		From	To		

(Attach separate sheet if required)

10. If selected willingness to join within [] days

Place: _____

(Signature of the Applicant)

Date: _____

CHECK-LIST OF DOCUMENTS TO BE SUBMITTED

(Please tick ((√)) in the appropriate box)

S. No	Name of the Document	Submission Status	
1.	Proof for date of birth	Yes	No
2.	Graduation Degree Certificate	Yes	No
3.	Final year mark sheet of qualifying examination	Yes	No
4.	Attempt certificates for graduation degree/diploma	Yes	No
5.	Relevant certificate for additional qualifications	Yes	No
6.	Experience certificate(s) (if applicable)	Yes	No
7.	Last drawn salary slip (if applicable)	Yes	No
8.	NOC from the present employer (if applicable)	Yes	No
9.	Relevant certificate for relaxation in upper age limit	Yes	No

(Only self- attested copies of the documents are to be submitted)