



# GOSUMEC ALUMNI ASSOCIATION

Ground floor, College Building, Opp. Dean's Office,  
Seth G.S. Medical College & K.E.M. Hospital, Parel, Mumbai 400 012  
Tel.No:2 410 7406; e-mail: [nostalgia@kem.edu](mailto:nostalgia@kem.edu)  
(Registration No: F-36688(Mumbai))

## Advertisement

21/09/2023

Applications are invited for filling up the temporary post of "Multipurpose office secretary" in the Gosumec Alumni Association KEMH & Seth GSMC Parel Mumbai- 4000012

**Post-** "Multipurpose Office Secretary"

**Qualification-** B.Com /B.Sc/ B.A( Computer expertise & Accounting – should know MS word, Excel, PowerPoint, tally)

**Remuneration** - Rs. 15000/- month (all inclusive)

**Duty Hours:** 10.00 am to 5.00 pm.

**The term and conditions of the appointment are as stated below:**

1. The nature of employment is purely temporary and on contract basis, monetary compensation would be paid against the services provided by you.
2. The right of the Hospital /Trust / Association to terminate the services at its discretion without assigning any reason. (A NOTICE PERIOD OF 30 DAYS TO BE PROVIDED).
3. The contract shall stand terminated automatically on the term (duration of the contract OR on sooner determination thereof by the Hospital/ Trust/ Association).
4. You will be entitled to 6 days leave in the 180 days contract.
5. You will not be entitled to claim any benefits of permanent employment or increments, etc.
6. You will not be entitled to benefit of services such as PF, pension, gratuity, medical allowances, seniority, promotion, etc.

The eligible candidate should forward their typed applications (with bio-data, phone number for communication and the necessary documents as evidence towards qualification) at following address-

**Address: Secretary, Gosumec Alumni Association, Nostalgia, Ground Floor, Opp Dean's office, College Building, Seth GSMC & KEM Hospital, Parel, Mumbai- 400 0012**

The top of the envelop should be marked "Application for the post of Multipurpose Office Secretary, Gosumec Alumni Association". The application should be send to the above address before **10<sup>th</sup> October, 2023 (before 4.00pm)**. The interview date will be intimated telephonically.

**Please note the following**

1. **Administrative control:** The candidate will be under the administration control of the Hon. Gen Secretaries of Research Society.
2. **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.
3. **Travel for interview will not be reimbursed.**

*Makra*  
*21-09-23*  
**Dr. Ravindra Deokar**  
Hon. Secretary

Gosumec Alumni Association,  
Seth GSMC & KEMH

*Shel*  
*23/9/23*  
**Dr. Sangeeta Ravat**  
President- GAA  
Dean, Seth GSMC & KEMH