

ADVERTISEMENT

Applications are invited for filling up the following temporary post of “**Multipurpose Office Secretary**” in the Department of Medical Education, Seth GS Medical College & KEM Hospital, Parel, Mumbai 400 0012.

Post of “Multipurpose Office Secretary” Qualification – Any Bachelor Degree and Basic Computer knowledge is required. **Stipend** : Rs.15,000/- per month (all inclusive) **Duty hours**: 9.00 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 submit their applications (with bio-data, phone number for communication and the necessary documents as evidence towards qualification) to -

Address - Department of Medical Education, 4th floor, College Building, Seth GS Medical College
Acharya Donde Marg, Parel, Mumbai – 400 012. (Ph No : 022-24107624)

Or

Email to. meunit@kem.edu

The top of the envelope/ email subject should be marked “**Application for the post of Multipurpose Office Secretary**” The application should be submitted at above said address on or **before 20th May 2024 (before 4.00 p.m.)**. The interview date will be intimated telephonically.

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 6 month.
3. **Administrative control**: The candidate will be under the administrative control of the Department of Medical Education / Head of DJST. 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
4. **Probation**: The post can also be terminated at any time on a month 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.**

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20/4/24

Dr. Sangeeta Ravat
Dean
Seth GS Medical College & KEM Hospital
Dean, K.E.M.H. & Seth G.S.M.C.,
Parel, Mumbai - 400 012.