



# Seth GS Medical College Multidisciplinary Research Unit

2<sup>nd</sup> Floor, Mortuary Building, Above CCBL,  
Seth GS Medical College & KEM Hospital, Parel, Mumbai-400 012.

Tel: 91-22-24107000 Ext. 7482, 7046, 7505 email: gsmc.mru@gmail.com

## STAFF RECRUITMENT

Applications are invited for recruitment of the following **contractual staff** on **fixed remuneration** in Multidisciplinary Research Unit of Seth GS Medical College & KEM Hospital (GSMC MRU)

Name of the Post	No of Posts	Qualification	Experience	Age Limit (in years)	Consolidated remuneration
Laboratory Technician	01	<b>Essential Qualifications:</b> Graduation in Life sciences/ Biochemistry/Microbiology/ Biotechnology or related subject or equivalent degree from a recognized University.  <b>Desirables Qualification:</b> 1. Masters' degree in Life sciences/ Biochemistry/ Microbiology/Biotechnology or related subject or equivalent degree from a recognized University. 2. Knowledge of Computer applications	At least one-year relevant experience after graduation in laboratory work (preferably handling of laboratory instrument like qPCR, PAGE, AGE, Biochemistry & Hematology Analyzer, HPLC and GC MS)	30 (as on 10-06-2025)	Rs. 26,000.00 /month
Laboratory Assistant cum Data Entry Operator	01	<b>Essential Qualifications:</b> Graduation in Life sciences/ Biochemistry/Microbiology/ Biotechnology or related subject or equivalent degree from a recognized University  <b>Desirables Qualification:</b> 1. Post graduate diploma in computer applications 2. Data evaluation experience 3. Knowledge of handling various laboratory equipment	At least one-year relevant experience after graduation in Laboratory Assistant cum Data Entry Operator in clinical/research laboratory in reputed institutions	25 (as on 10-06-2025)	Rs. 20,000.00 /month

**Applicants should note that these posts are NOT under MCGM establishment**

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:

The Dean,

Seth GS Medical College

Kind Attn: Dr. Sandhya Kamat, Nodal officer, GSMC MRU

2<sup>nd</sup> Floor, Mortuary Building (Ayurveda Research Centre),

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 Laboratory \_\_\_\_\_ (GSMC MRU)**”

Application should be submitted at the above said address **on or before 10<sup>th</sup> June, 2025**

### **TENURE OF THE POST**

Above posts are temporary in nature and will be filled up purely on contractual basis with initial appointments for three months (Training Period) as per rules and regulations of GSMC MRU. After successful completion of training period the contract will be continued for further nine months. The employment on these posts will be temporary, for a fixed term and shall automatically cease on expiry of term without any notice unless renewed or reemployment letter issued.

### **GENERAL TERMS AND CONDITIONS:**

- 1) The vacancies mentioned are as per the sanctioning of DHR for Multi-Disciplinary Research Unit.
- 2) Training Period- The selected candidates will be on a training period for the first three months during which they will be paid half/part salary. After completion of the training period if the progress of work by the employee is found to be satisfactory, they will be continued on the post and the complete salary shall be disbursed for the following months. The employee retains the right to terminate the employee at any time if the work is found to be not satisfactory.
- 3) 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 so as to reach this office on or before the scheduled last date of submission of application.
- 4) 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.
- 5) The GSMC MRU 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.
- 6) Municipal Commissioner, MCGM 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, MCGM and/or Dean, Seth GS Medical College & KEM Hospital Mumbai will be final in all the respects. The area of jurisdictions is Mumbai only.
- 7) Candidates will not be reimbursed for travel allowance to attend interview.

## **SERVICE-RELATED TERMS AND CONDITIONS:**

Recruitment on contractual basis on consolidated remuneration for above mentioned posts is as per the guidelines of DHR and provisions sanctioned by the competent authority of MCGM and/or Dean, Seth GS Medical College & KEM Hospital Mumbai. The conditions of employment are:

- 1) The candidate so employed for the purpose will be initially appointed for a period of three months. They can be reconsidered for continuation/reappointment subject to the conditions prevailing at that time like sanctioning of budget by DHR etc. The reemployment will be done only if the performance of the candidate is found to be satisfactory.
- 2) The selected candidates should produce willingness certificate/acceptance certificate for all the terms and conditions issued at the time of appointment and should enter the contractual agreement in this regard.
- 3) Selected candidate(s) so appointed will not be entitled for any other financial/non-financial Benefits / facilities, or any special allowances except fixed consolidated emoluments as per the DHR rules and regulations regarding establishment of MRU.
- 4) The candidate(s) appointed will not be considered as regular employee of the Seth GS Medical College & KEM Hospital/MCGM, 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 MCGM, Mumbai.
- 5) Central or state government taxation (as applicable) will be deducted at source from the consolidated/ fixed salary of candidate(s).
- 6) The candidate appointed shall work as per the duties assigned by the Nodal Officer, MRU, Seth GS Medical College and will abide by the rules of GSMC MRU and Seth GS Medical College & KEM Hospital Diamond jubilee Society Trust (DJST)
- 7) If the 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.
- 8) 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.
- 9) If the candidate so appointed, intends to terminate the contract can do so by giving 30 days 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.**

**Sd/-**

**Date:**

**DEAN**

**Seth GS Medical College & KEM Hospital**



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## Application Form for Post of Laboratory Technician

(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
M. Sc.						
B. Sc.						
Any Other						

(Attach separate sheet if required)

#### 8. Research Publication:

Number of Research Publications	Name of Journal (in which published)	
	National Journal	International Journal

(Attach separate sheet if required)



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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.	PG diploma certificate	Yes	No
4.	PG degree certificate	Yes	No
5.	Registration certificate for post-graduation, post degree/diploma (if applicable)	Yes	No
6.	Final year mark sheet of qualifying examination	Yes	No
7.	Attempt certificates for graduation, post-graduation degree/diploma	Yes	No
8.	Experience certificate(s) (if applicable)	Yes	No
9.	Last drawn salary slip (if applicable)	Yes	No
10.	NOC from the present employer (if applicable)	Yes	No
11.	Copy of research publication(s) (if any)	Yes	No
12.	Relevant certificate for relaxation in upper age limit	Yes	No

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



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## Application Form for Post of Laboratory Assistant cum Data Entry operator

(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
M. Sc.						
B. Sc.						
Any Other						

(Attach separate sheet if required)

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		From	To		

## 9b. Past Work Experience:

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

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Place: \_\_\_\_\_

\_\_\_\_\_  
(Signature of the Applicant)

Date: \_\_\_\_\_

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

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