

Advertisement

Applications are invited for filling up the following temporary posts of 1 Account Assistant in the Diamond Jubilee Society Trust, Seth GS Medical College & KEM Hospital, Parel, Mumbai 400 0012.

Post of Account Assistant:

Qualification – B. Com / CA inter (who is not pursuing his/her further studies), should have at least 1 year work experience in Tally, MS Office (Excel, word), accounting, TDS, professional tax.

Remuneration for contract: according to the qualification and experience.

Duty hours: Monday to Friday - 9.30 am to 4.30 pm and Saturday 9.30 am to 1.00 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 - Diamond Jubilee Society Trust, 1st floor, College building, above Dean's office, Acharya Donde Marg, Parel, Mumbai – 400 012. **Or Email to:** djst6513@gmail.com


The top of the envelope/ email subject should be marked “**Application for the post of Account Assistant**”. The application should be submitted at above said address on or **before 5th January, 2026** (before 4.30 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 (BMC).
2. **Tenure:** It is tenable for 6 month and only from the date of joining duty and is a contractual appointment.
3. **Administrative control:** The candidate will be under the administrative control of the Managing Trustee of DJST / Head of this Institute. 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 are applicable.
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. Sangeeta Ravat
Managing Trustee


Dr. Kanchan Kothari
Hon. Secretary


Dr. Lona Dash
Hon. Treasurer

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

Secretary
Seth G. S. Medical College &
KEM Hospital, Diamond Jubilee
Society Trust

Treasurer
Seth G. S. Medical College &
KEM Hospital, Diamond Jubilee
Society Trust