



UNIVERSITY OF MUMBAI'S  
GARWARE INSTITUTE OF CAREER EDUCATION AND DEVELOPMENT  
(Autonomous since 2006)

Vidyanagari, Kalina, Santacruz (East), Mumbai - 400 098.  
Tel.: 2653 02 58 / 59, Accts. 2653 02 57, Exam Unit : 2653 02 56  
E-mail: garware@giced.mu.ac.in  
Website : www.gicededu.co.in



No. GICED/ 4552

of 2018

Date: 19/03/18

## NOTICE

Garware Institute of Career Education & Development, University of Mumbai invites Application for the Post of Asst. Librarian on contractual basis.

**Post Name: Asstt. Librarian**

**No. of Post: 01**

**Qualification: B.Lib. / M.Lib.**

**Salary: 18,000 consolidated**

**Experience: Minimum 1 Years experience (Excluding Internship period)**

**Desirable:**

1. Proficient in MS Office, Library Software
2. Should be Voracious Reader
3. Knowledge of Marathi and English is must
4. Should be able to procure books, journals, magazines as per the subject requirement
5. Good written and spoken communication skills

**Age Limit: Not less than 21 years and Not more than 45 years**

**Last Date of submission of form: 27<sup>th</sup> March, 2018**

**Date & Time of Interview: 29<sup>th</sup> March, 2018 at 11 am**

**Venue: Garware Institute of Career Education & Development, University of Mumbai, Vidyanagari Campus, Santacruz (E), Mumbai 400 098.**

For Application details please check the website: [www.gicededu.co.in](http://www.gicededu.co.in)

No separate invitation will be sent for interview.

Date: 19<sup>th</sup> March, 2017

Dr. Anil Karnik  
I/C. DIRECTOR  
Garware Institute of Career  
Education & Development  
University of Mumbai



4.

Caste category	S.C.	S.T.	D.T./N.T.				O.B.C.	OPEN
			D.T.(A)	N.T.(B)	N.T.(C)	N.T.(D)		

5. Post applied under which category (Open/Reserved) : \_\_\_\_\_

6.

Educational Qualifications					
Examination	University/ Board	Month and Year of Passing	Subject	Percentage of Marks obtained	Class/ Division
S.S.C.					
H.S.C.					
Graduate					
Post-Graduate					
Doctor's Degree					
Any other qualification					

7.

Technical Qualifications					
Examination	English Typing/ Shorthand	Marathi Typing/ Shorthand	Month and Year of Passing	Percentage of Marks obtained	Class/ Division
MS-CIT	--	--			
Typing					
Shorthand					

8.

Technical/Professional Administrative Experience				
Institution/ Organization	Year	Position Held	Nature of Appointment	Period of appointment with dates

9. Other Qualifications and experience, if any.

10. (a) Present position :

(b) Name of Institution/ Organization where employed : \_\_\_\_\_  
\_\_\_\_\_

(c) Salary : \_\_\_\_\_

Pay Rs. \_\_\_\_\_ in the pay-scale (pay band) of Rs. \_\_\_\_\_

D.A. Rs. \_\_\_\_\_

H.R.A. Rs. \_\_\_\_\_

C.L.A. Rs. \_\_\_\_\_

Other Rs. \_\_\_\_\_

Allowances, if any \_\_\_\_\_

Total Rs. \_\_\_\_\_

(d) Date of appointment : \_\_\_\_\_

(e) Date of next increment : \_\_\_\_\_

(f) Attach Last Pay Certificate, if any

11. Names of persons who have given testimonials (if any)

1) \_\_\_\_\_

2) \_\_\_\_\_

12. Names and addresses of not more than three persons to whom references may be made

1) \_\_\_\_\_  
\_\_\_\_\_

2) \_\_\_\_\_  
\_\_\_\_\_

3) \_\_\_\_\_  
\_\_\_\_\_

I hereby declare that all statements made by me in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false, incomplete or incorrect, my candidature/appointment is liable to be cancelled/terminated. I further understand that no notice shall be taken of any request for withdrawal of my application.

Place :

Date :

(Signature of candidate)

## INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send **attested copies** of the degree or diploma certificates and statements of marks and other certificates in support of their educational qualifications and experience; and of the Matriculation or equivalent certificates in support of their age with their application.
3. Candidates should also attach copies of the following documents with their applications:-
  - a. Caste certificate from the competent authority if the candidate belongs to Scheduled Caste/Scheduled Tribe/Denotified Tribe/Nomadic Tribe/OBC.
  - b. Certificate from the employer stating the pay and allowances drawn at present.
  - c. Testimonials.
4. The principle of Creamy Layer is applicable to all categories (except Open, Scheduled Caste and Scheduled Tribe) i.e. D.T.- (A) N.T. ( C), N.T. (D), S.B.C. and O.B. C. as per the orders regarding the implementation of the said provisions issued by the Government vide circular of Social Justice, Cultural Affairs and Special Assistance Department No. **C.B.C-10/2006/PK-15/MVK-5**, dated 30<sup>th</sup> June, 2006. Candidates belonging to the said categories are required to attach their Caste Certificate and Non-Creamy Layer Certificate accordingly along with the application.
5. Candidates belonging to reserved categories domiciled outside the Maharashtra State will be treated as OPEN as per G.R. No. CBC-1084/54577(1813) BCW-5, dated 1<sup>st</sup> November , 1985 and Circular No. DBD-1688(2829) MAVAK-5, dated 29<sup>th</sup> July, 1988. The post of reserved category will be filled in by the candidate/s domicile of State of Maharashtra only.
6. The reservation for female candidates will be in accordance with Government Resolution NO.81/2001/MSA-200/pra,kra.415/Kaa-2 dated 25<sup>th</sup> May, 2001 issued by the Women's Child Welfare Department.
7. 5 years relaxation in age limit for the reserve category applicants.
8. If the space provided is insufficient, information may be given on a separate sheet duly signed by the candidates and the same may be attached with the applications.
9. Every application should be sent **in two copies** together with all enclosures.
10. Applications should be sent to the Director, Garware Institute of Career Education and Development, Vidyanagari, Kalina, Santacruz (E), Mumbai-400 098, so as to reach him on or before 23<sup>rd</sup> August, 2014 before 5.30 p.m.

11. Incomplete applications will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advice as to eligibility will be entertained.
13. Candidates called for interview / examination / test will have to be present themselves at their own expenses.
14. Canvassing direct or indirect, will be treated a disqualification.
15. Applicants who are not eligible will not be informed independently/ individually. Applicants are not allowed to make inquiry in this behalf.
16. Applications with incomplete information, erased/wrong information, non availability of required educational qualifications, experience, age, caste certificate etc. non-attested certificate without processing fees and any application misplaced or lost or delayed by the postal Department etc. will not be considered. Correspondence will not be made in this regard.
17. On verification , if it is found that the information received from an applicant is faulty and or is based on faulty certificates will be liable for legal action and the selection will be immediately cancelled at any stage of recruitment and even after issuing of appointment order too.
18. All rights relating to changes in posts, increase or decrease in the number of posts is reserved with The Director, Garware Institute of Career Education and Development of the University of Mumbai and his decision in this regard will be final.

I/C Director  
University of Mumbai's.  
Garware Institute of Career  
Education and Development.

Check list for the candidates (to be attached to the application)

Please [ √ ] wherever applicable

- 1) Application duly completed :Yes/No
- 2) Self attested photograph affixed on the application : Yes/No
- 3) Application signed : Yes/No
- 4) An attested copy of each of the following certificate is attached.
  - a) Date of Birth/Age Certificate
  - b) Caste Certificate and Caste validity certificate
  - c) Non-creamy layer certificate if applicable
  - d) Physically handicapped certificate, if applicable
  - e) Small family declaration certificate
  - f) Educational qualification documents
  - g) Computer training certificate (MS-CIT/other)
  - h) Experience certificate.
  - i) Any other certificate.

**Declaration**

Form-A  
(See Rule-4)

I, Shri/Smt./Kum. \_\_\_\_\_ Son / daughter/ wife  
of Shri \_\_\_\_\_ Age \_\_\_\_\_  
years, resident of \_\_\_\_\_  
\_\_\_\_\_ do

hereby declare as follows :-

1. That I have filled my application for the post of \_\_\_\_\_
2. I have \_\_\_\_\_ (Number) living children as on today. Out of which no. of children born after 28th March, 2005 is \_\_\_\_\_  
(Mention dates of birth, if any)
3. I am aware that if any total number of living children are more than two due to children born after 28th March, 2006, I am liable to be disqualified for the same post.

Place :

Date :

Signature