

## UNIVERSITY OF MUMBAI

Applications are invited from the eligible candidates for the following posts on purely **ad-hoc** basis for a period of three months extendable up to six months on consolidated salary :-

**1) Scientist G : (1 post) (Open)**

Desired qualification : Ph.D in Science/Engineering/MBBS/MS

Experience : Hands on experience in stem cell research for over two years is desired.

Age : Preferably below 45 years

Salary : Rs. 85,000/- p.m. consolidated

**2) Scientist F : (1 post) (Open)**

Desired qualification : Ph.D in Science/Engineering

Experience : Silicon based Device fabrication and experience in Clean Room Protocol for at least three years.

Age : Preferably below 40 years

Salary : Rs. 80,000/- p.m. consolidated

**3) Scientist D : (1 post) (Open)**

Desired qualification : Ph.D in Science/Engineering

Experience : Three years hands on experience in Organic LED fabrication, Synthesis of Organic Small Molecules, Lithography and Patterning is desired. Hands on experience in clean room is an added advantage.

Age : Preferably below 40 years

Salary : Rs. 45,000/- p.m. consolidated

**4) Scientist C : (1 post) (Open)**

Desired qualification : Ph.D in Science/Engineering

Experience : Three years hands on experience in magnetic and electrical resistivity measurements of magnetic & metallic systems.

Age : Preferably below 35 years

Salary : Rs. 35,000/- p.m. consolidated

**5) Scientific Assistant C : (2 post) (Open-1 and S.C.-1)**

Desired qualification : M.Sc. or M.Phil. in Sciences

Experience : At least two years of teaching experience is desired to assist in the academic programme of the center.

Age : Preferably below 35 years

Salary : Rs. 25,000/- p.m. consolidated

**6) Administrative Officer : (1 post)**

Desired qualification : B.A./ B.Com. /B.Sc.

Experience : Proven record of at least three years experience in Office Management, should have worked in an academic environment, Computer Skills, Spread Sheet etc.

Age : Preferably below 35 years

Salary : Rs. 40,000/- p.m. consolidated

**7) Office Secretary: (1 post)**

Desired qualification : B.Sc./B.A./ B.Com.

English/Marathi Shorthand G.C.C. @ 120/80 w.p.m. respectively and English/Marathi Typewriting G.C.C. @ 40/30 w.p.m. respectively and MS-CIT certificate.

Experience : Prior experience in Office Work with Computer Skills is desired.

Age : Preferably below 25 years

Salary : Rs. 15,000/- p.m. consolidated

**Instruction to the applicants**

The candidates should ascertain their eligibility for the post/s before submission of application.

1. **The last date of accepting the application will be 8<sup>th</sup> June, 2012.** The applications received after this date will not be entertained.
2. The posts of reserved category will be filled in by the candidate/s domicile of State of Maharashtra only.
3. Relaxation in age for the reserved category candidates will be in accordance with the provisions as per the Government Resolutions.
4. The prescribed application form along with details regarding the Qualifications, Experience, Age and Pay Scale etc. may be downloaded from the University Web Site [www.mu.ac.in](http://www.mu.ac.in) . Application in the prescribed form together with attested copies of certificate/s should be sent in an envelope superscripted "Application for the post of \_\_\_\_\_", so as to reach the same to the University of Mumbai, Room No.01, Fort, Mumbai- 400 032 on or before 8<sup>th</sup> June, 2012. Applicants belonging to reserved category should submit **Demand Draft of Rs.250/-** and the applicants of open category should submit **Demand Draft of Rs.500/-** as the cost towards processing fee for each post, drawn in favour of "The Finance and Accounts Officer, University of Mumbai " payable at Mumbai.

5. Applicants already in the employment either in temporary capacity or in permanent capacity in the University, outside the University in government agencies should submit their applications through proper channel on or before last date prescribed for the purpose.
6. Applications with incomplete information, erased/wrong information in respect of educational qualifications, experience, age, caste certificate, if certificates are not attested etc. and without processing fee will not be considered. No correspondence in this respect will be made.
7. Applicants who are not eligible will not be informed independently/individually.
8. Applicants are not allowed to make inquiry in this behalf.
9. Applicants should attend Examination/test/interview on his own expenses.
10. 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.
11. Any change in address given in the application form should be communicated to the Deputy Registrar, Establishment Section, University of Mumbai, Fort, Mumbai - 400 032.
12. Canvassing directly or indirectly will be a disqualification.

Sd/-  
**Registrar,**  
**UNIVERSITY OF MUMBAI**



**UNIVERSITY OF MUMBAI**  
**Fort, Mumbai – 400 032.**

Advertisement No.UoM/Estab.I/ad-hoc/01/2012

Dated : 25/5/2012

Establishment I

Registration No. \_\_\_\_\_

(for office use only)

D.D. to be enclosed for Open Category Rs.500/- and  
 Reserved Category Rs.250/-

D.D. No. \_\_\_\_\_ dated \_\_\_\_\_

Name of the Bank and Branch : \_\_\_\_\_

Affix passport size photo
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To,  
 The Registrar,  
 University of Mumbai,  
 Fort, Mumbai – 400 032.

Sub: Application for the post of \_\_\_\_\_

Please [ √ ] wherever applicable

1.

Name in full Shri/Smt./Kum. (in BLOCK letters)	Surname																		
	First name																		
	Middle name																		

2.

Current postal address (in BLOCK letters)																			
Email ID																			
Mobile No.																			
Tel. No.																			

3.

Date of Birth			DD			MN					YEAR
Age			Years			Months					Days
Birth Place											
Nationality											
Male						Female					
Married						Unmarried					

4.

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

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	Month and Year of Passing	Percentage of Marks obtained	Class/ Division

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. Patents, if any

11. (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

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)**  
**(Please turn over for "Instructions to candidates")**

### INSTRUCTIONS TO CANDIDATES

1. Candidates who are already employed shall send their applications **through proper channel**.
2. Candidates should send with their applications **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.
3. Candidates should also attach copies of the following documents with their applications:-
  - (a) Caste certificate from the competent authority for the candidate belonging to Scheduled Caste.
  - (b) Certificate from the employer stating the pay and allowances drawn at present.
4. 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.
5. Every application should be sent **in two copies** together with all enclosures.
6. Applications should be sent to the Registrar, University of Mumbai, Fort, Mumbai-400 032, so as to reach him on or before the last date prescribed.
7. Any change in address given in column 2 of the application form should at once be communicated to the Registrar, (Establishment Section), University of Mumbai, Fort, Mumbai- 400 032.
8. Incomplete applications will not be considered.
9. 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.
10. Candidates called for interview will have to be present themselves at their own expenses.
11. Canvassing direct or indirect, will be treated a disqualification.

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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) Demand Draft Attached : Yes/No
- 5) 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.

महाराष्ट्र नागरी सेवा (लहान कुटुंबाचे प्रतिज्ञापन) नियम, २००५ मधील प्रतिज्ञापनाचा नमुना-अ

प्रतिज्ञापन  
नमुना - अ  
(नियम ४ पहा)

मी श्री/श्रीमती/कुमारी ----- ,  
श्री -----यांचा /यांची/ मुलगा/मुलगी/पत्नी,  
वय ----- वर्ष, राहणार ----- यांद्वारे पुढील प्रमाणे असे  
जाहिर करतो/करते की,

- (१) मी ----- या पदासाठी माझा अर्ज दाखल केलेला आहे. (असल्यास, जन्म दिनांक नमूद करावा)
- (२) आज रोजी मला ----- (संख्या) इतकी हयात मुले आहेत, त्यापैकी दिनांक २८ मार्च, २००५ यानंतर जन्माला आलेल्या मुलांची संख्या ----- आहे .  
(असल्यास, जन्म दिनांक नमूद करावा.)
- (३) हयात असलेल्या मुलांची संख्या दोनपेक्षा अधिक असेल तर दिनांक २८ मार्च, २००६ व तदनंतर जन्माला आलेल्या, मुलामुळे या पदासाठी मी अनर्ह ठरविण्यास पात्र होईन याची मला जाणीव आहे.

ठिकाण :-

दिनांक :-

सही

**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

