

University of Mumbai



Teaching Appointments Unit  
Room No. 113, First Floor,  
Fort, Mumbai 400 032  
No. TAU/Adv./INT/ of 2015/ 591  
11th, June, 2015

Ref :- Advertisement inviting applications for the post of Director in the Garware Institute of Career Education and Development, University of Mumbai,

Copy forwarded with compliments for favour of publicity to :-

- i) The Directors/Heads, University Departments/Institutions/Centers, Principal, Sir J.J. College of Architecture.
- ii) The Director, Western Regional Instrumentation Centre.
- iii) The Director, Board of Colleges & University Developments.
- iv) The Principals, Affiliated Colleges,
- v) The Directors, Constituent Recognized Institutions.
- vi) University Employment Information and Guidance Bureau, Vidyapeeth, Vidyarthi Bhavan, "B" Road, Churchgate, Mumbai – 400 020.
- vii) Dr. Narendra Jain, Central Pool Data Base, University Grants Commission, 35, Feroze Shah Road, New Delhi – 110 001.

Copy together with two spare copies, forwarded with compliments for favour of publicity to the Registrar, University of Pune, Pune, Shivaji University, Kolhapur, Dr. Babasaheb Ambedkar, Marathwada University, Aurangabad, Rastrasant Tukadoji Maharaj Nagpur University, Nagpur, Shrimati Nathibai Damodar Thackersey Women's University, Mumbai, Amravati University, Amravati, North Maharashtra University, Jalgaon, Ramanand Tirth University, Nanded and Yashwant Rao Chavan Maharashtra Open University, Nasik and Solapur University, Solapur.

Copy forwarded to :-

- 1) The Finance and Accounts Officer,
- 2) The Controller of Examinations, Vidyanageri, Mumbai – 400 098.
- 3) The Co-ordinator, Ratnagiri Sub-Centre, University of Mumbai, Ratnagiri.
- 4) The Deputy Registrars/ The Director of Students Welfare and Assistant Registrars,
- 5) The President, Bombay University Academic Staff Association,
- 6) The General Secretary, Mumbai University and College Teachers Union, Maharashtra Under privileged Teachers Association (MUPTA), Azad Nagar, Behind Apna Bazar, Andheri (West), Mumbai.
- 7) The P. A. to the Vice-Chancellor, Pro-Vice-Chancellor and Registrar.
- 8) The Co-ordinator, University Computerisation Centre, Dr. Shankar Dayal Sharma Bhavan, (IDOL Building) Vidyanageri.
- 9) The Superintendent, Despatch Section.  
(Record Section 10 Copies).
- 10) The District Social Welfare Officer, Mumbai – 400 020.
- 11) The Sub-Regional Employment Officer, Mumbai – 400 020.
- 12) The Director of Social Welfare, Pune.
- 13) The Director of Tribal Development, Nasik – 422 002.
- 14) The Director, Tribal Welfare Officer, Mumbai – 400 002.
- 15) The Project Officer, Ekatmik Adivasi Vikas Prkalpa, Shahpur, Dist. Thane – 421 601.
- 16) The Director of Adivasi Vikas Mahamandal, Nasik.
- 17) The Hon. Project Officer, Ekatmik Adivasi Vikas Prkalpa, Jawahar, Dist. Thane.

  
REGISTRAR

**UNIVERSITY OF MUMBAI**

Applications are invited for the post of Director (Open) in the Garware Institute of Career Education and Development, University of Mumbai on consolidated salary of Rs. 75,000/- p.m. from the reserved including Physically Handicapped and Open Categories within 15 days from the date of publication of this advertisement.

**Director:- Qualification** – First Class or High Second Class at both the Bachelor's and Master's Degree in any of the faculties of Arts, Science, Commerce, Law, education, Agriculture, Engineering, Technology, Rural Development and Management from any Statutory University of India. Qualifications may be relaxed in deserving cases at the descretion of the Selection Committee.

**Experience** – At least 10 years administrative experience in supervisory capacity, managerial cadre in Industry, Business, Government, Statutory Bodies or other public/private Organizations. Preference will be given to those having experience of administering, designing and organizing Vocational Training Programmes in Management/Operations/Human Resources Development.

Age – Not less than 45 years.

- 1) **Two copies** (1+1) of the application in the prescribed form together with attested copies of certificates should be sent in an envelop **superscribed with names of the posts applied by the candidates** so as to reach the Registrar, University of Mumbai, First Floor, Fort, Mumbai 400 032.
- 2) A crossed Demand Draft on a Nationalized bank for the amount of Rs. 500/- to Open category and Rs. 300/- to SC/ST/DT and NT Categories drawn in favour of Finance and Accounts Officer, University of Mumbai.
- 3) Last date – 25<sup>th</sup> June, 2015.

Candidates who are already employed shall send their applications through proper channel or submit NOC from the employer at the time of interview.

Application received after last date will not be considered.

The University shall not responsible for any postal delay. Incomplete application and application on plain paper will not be considered. Convincing direct or indirect will be disqualification.

The prescribed forms of applications and details regarding additional qualifications and specialization etc. can be downloaded from University website [www.mu.ac.in/Careers.html](http://www.mu.ac.in/Careers.html).

**INSTRUCTIONS**

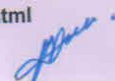
1. Relaxation of the 5% marks from 55% to 50% of the marks shall be applicable to SC / ST / Differently abled (Physically and Visually differently abled) category candidate as per UGC rules.

5% relaxation from 55% to 50% of the marks to the Ph.D. Degree holders, who have obtained their Master's Degree prior to 19 September, 1991.

2. Candidates from all categories can apply for open posts.
3. The candidate shall have to submit alongwith the application form a declaration in form 'A' as per the rules prescribed by the Government of Maharashtra in respect of small family vide Notification No.SRV.2000/CR(17/2000)XII, dated 28<sup>th</sup> March, 2005 and the eligibility of the applicant will be determined as provided under this rule.
4. Candidates belonging to reserved category should also send one photocopy of their applications along with the attested copy of the caste certificate to the Deputy Registrar, Special Cell, First Floor, Room No.134, University of Mumbai, Mumbai-400 032.
5. Educational qualification, experience etc. mentioned in this advt./notification indicate the minimum eligibility for the relevant posts. However, if the number of prima facie eligible candidates applied for post is disproportionately large in comparison to the number of posts available, suitable criteria may be adopted for shortlisting candidates for interview. For adopting criteria candidates having higher qualifications and/or experience will be considered. Criteria so adopted will depend upon the circumstances prevailing on each occasion of recruitment. This may result in non-selection of candidates for interview, though they fulfill requirements prescribed in the Advt. or who were called for interview for the same post on earlier occasion.

6. The appointee would be covered under new "Defined Contribution Pension Scheme" and that the existing Pension Scheme (i.e. Maharashtra Civil Services {Pension} Rules, 1982 and Maharashtra Civil Services (Commutation of Pension Rules, 1984) and General Provident Fund Scheme will not be applicable to them.
7. As per provisions under the section 76(6) of the Maharashtra Universities Act, 1994 for the post of Professor, the selection committee may recommend for appointment of other person, who may not have applied or appeared before it.
8. Candidates who have completed M,phil degree by 31<sup>st</sup> December, 1993 or have submitted Ph.D. thesis to the University in the concerned subject on or before 31<sup>st</sup> December, 2002 are exempted from appearing in the NET examination. (Subject to the approval of the Government of Maharashtra).
9. Number of posts advertised may increase/decrease depending upon the vacancies available at the time of interview.
10. Candidates should invariably fill the information regarding Court cases pending, Criminal cases, Disciplinary actions or equivalent etc. in the relevant column of the application Form. Any changes in this information as and when occurred after the submission of application Form till the completion of recruitment process should be brought to the notice of the University by the candidate, failing which the University reserves the right to cancel the candidature and to debar him/her from all selections.
11. The candidates should possess the required educational qualification, age and experience on or before 24<sup>th</sup> June 2015.
12. Application must be accompanied by copies of certificates regarding educational qualifications, prescribed experience and age, failing which it will be treated as incomplete and liable to be summarily rejected.
13. University reserves its right to fill-in any of the vacancies advertised. So also University reserves its right to appoint or not to appoint the candidates though recommended by the Selection Committee.
14. The persons working outside this University should produce "No objection Certificate" from their present employer though the application is received through the proper channel at the time of interview.
15. Candidates having knowledge of Marathi will be preferred.

For details refer on website: [www.mu.ac.in/Careers.html](http://www.mu.ac.in/Careers.html)

  
Dr. M. A. Khan  
REGISTRAR

## University of Mumbai



To,  
The Registrar,  
University of Mumbai,  
Fort, Mumbai 400 032.

Date of Advertisement \_\_\_\_\_

Serial Number of Post \_\_\_\_\_

Sir,

I wish to apply for the post of \_\_\_\_\_  
in \*Open/Scheduled Caste/ Sheduled Tribes/ Denotified Tribes/ Nomadic Tribes/ Other  
Backword Class/ Special Backword Class with \*\*Subject/specialization :-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

In the \*\*\*University Department of \_\_\_\_\_

My particulars are given below :

1. Name in Full : Shri/Smt./Kum. \_\_\_\_\_  
(Beginning with Surname and  
in Block Letters)
2. Full Address for correspondence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone No., if any \_\_\_\_\_ Residence: \_\_\_\_\_ Office: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
E-mail: \_\_\_\_\_
4. Date of Birth and Place : \_\_\_\_\_ 5. Age: \_\_\_\_\_ Years \_\_\_\_\_ Month/s
6. Sex – Male / Female : \_\_\_\_\_ 7. Married / Unmarried : \_\_\_\_\_
8. Nationality : \_\_\_\_\_
9. Domicile : \_\_\_\_\_
10. Whether belongs to Scheduled Caste, \_\_\_\_\_  
Scheduled Tribes, Denotified Tribes,  
Nomadic Tribes, Other Backword Class,  
Special Backword Class
11. Whether physically Handicapped with \_\_\_\_\_  
minimum 40% disability If so, state \_\_\_\_\_  
nature & percentage of disability \_\_\_\_\_

\* Strike off whichever is not applicable.

\*\* Subject/Specilization, if mentioned in the advertisement.

\*\*\* Please state the name of the University Department/Centre/Institute/College.

## 12. Educational Qualification :-

Examination	University / Board	Month and Year of Passing	Subjects	Percentage of Marks obtained	Class / Division / Grade
Matriculation/ S.S.C./ S.S.L.C.					
Higher Secondary /Pre-University +					
Intermediate Pre-Professional					
Bachelor's Degree +					
Master's Degree+					
Doctor's Degree+					
Any other Degrees/ Diploma's +					

## 13. Account for breaks, if any in the academic career :-

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## 14. \*\*\*\*Teaching/ Technical/ Professional Experience at Under – Graduate and Post-Graduate level :-

Institution	Subject	Position held	Nature of appointment Permanent or Temporary	Period of Appointment with dates

## 15. Research work done and guided :-

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+ Please state the faculty.

\*\*\*\* Please attach separate sheet if the space is insufficient for the said column.

16. Number of Students  
Successfully guided  
(Please state degree/s)

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17. Other qualifications  
And experience, if any

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18. (i) No. of Publications in Journals of concerned subject :-  
(ii) No. of Books: \_\_\_\_\_ written : \_\_\_\_\_ Edited : \_\_\_\_\_  
(iii) No. of Articals :  
(with reference)

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19. Patents, if any

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20. (a) Present Position : \_\_\_\_\_  
\*(b) Service: Govt./ Govt. aided/ Self Financed/ Private/ Public Sector :- \_\_\_\_\_  
(c) Name of the Institution where employed :- \_\_\_\_\_  
(d) Salary \_\_\_\_\_

Pay Rs.: \_\_\_\_\_ in the Pay – Band of Rs.:

AGP Rs.:

D.A. Rs.:

H.R.A. Rs.:

C. L. A. Rs.:

Other Rs.:

Allowances

If any :

Total Rs: \_\_\_\_\_

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(e) Date of Appointment:

(f) Date of next increment:

(g) Attach Last Pay Certificate,  
if any:

21. Names of persons and Designations who  
have given testimonials

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\* Strike off whichever is not applicable

22. Names and addresses of not  
More than three persons from  
concerned field of studies/ profession  
of candidate to whom references may  
be made
- 1.
  - 2.
  - 3.

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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 period shall be taken of any request for withdrawal of my application.

Place :

Date:

(Signature of candidate)

(Please turn over for "Instructions to candidate")

University of Mumbai



Annexure – A

(Synopsis to filled in by the Candidate)

Name of the Candidate in full: \_\_\_\_\_

Department \_\_\_\_\_

Post Applied \_\_\_\_\_ Serial No. of the Post \_\_\_\_\_

Sr. No.		
1.	Category Viz. SC/ST/DT-NT/OBC/SBC/OPEN (Specify)	
2.	Age & Date of Birth	Age : _____ Date of Birth : ____/ ____/ ____
3.	Educational Qualifications starting from Bachelor's Degree (with percentage), year of passing and Name of the University and also include NET/SET/JRF/M.Phil. (Whether exempted from NET/SET)	
4.	Teaching Experience	1) Under Graduate Nos. of Years –  2) Post Graduate Nos. of Years –
5.	Research Record	1) Nos. of Articals :- 2) Nos. of Journals:- 3) Nos. of Papers :- 4) Nos. of Monographs:- 5) Nos. of Books :-
6.	Research Guidance :- Nos. of students successfully guided	1) M. Phil. 2) Ph.D.
7.	Any other relevant information such as consulatancies, patents, etc. (please be briefed and pointwise)	
8.	Present position held and period of years.	

- Note: 1) to be filled in by the candidate;  
2) Five Copies are required to be submitted by the candidate;  
3) It is expected that all the information is furnished on this sheet only and no addition sheet be attached with this annexure.

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

\_\_\_\_\_  
Signature of the candidate



DECLARATION TO BE SUBMITTED BY APPLICANT WITH  
APPLICATION

FORM – A

(See Rule 4)

Shri/Smt/Kum. \_\_\_\_\_

Son/daughter/wife of Shri \_\_\_\_\_

aged \_\_\_\_\_ 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 28<sup>th</sup> March, 2005 is \_\_\_\_\_

(mention dates of birth, if any).

- 3) I am aware that if any total No. of living children are more than two due to the children born after 28<sup>th</sup> March, 2006, I am liable to be disqualified for the same post.

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

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

(Signature)

### INSTRUCTIONS TO CANDIDATES

1. Candidates who are employed shall send their application 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 certificate in support of their age.
3. Candidates should also send alongwith their application forms, the copies of the following documents:-
  - (a) Caste Certificate and Caste Validity Certificate from the competent authority, if the candidate belongs to Scheduled Caste/ Scheduled Tribes/ Denotified Tribes/ Nomadic Tribes/ Other Backward Class/ Special Backward Class. The Other Backward Class, NT-C and NT-D category also should submit their Non-Creamy Layer Certificate from the competent authority;
  - (b) Certificate from the employer stating the pay and allowances drawn at present ;
  - (c) Testimonials.
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 sent with the application.
5. Applications should be sent to Registrar, (Teaching Appointments Unit), University of Mumbai, University Buildings, 1<sup>st</sup> Floor, Room No. 113, Fort, Mumbai 400 032, so as to reach him on or before the last date prescribed. The University reserves the right of accepting/ rejecting applications received after the prescribed last date.
6. Candidate should send with every application a Crossed Demand Draft on a Scheduled/ Nationalised Bank for the amount drawn in favour of Finance and Accounts Officer, University of Mumbai, Payable at Mumbai :-  
Rs. 500/- (Rupees Five Hundred only) in the case of candidates belonging to general category and Rs. 300/- (Rupees Three Hundred Only) in case of candidates belonging to reserved category.
7. Candidates who apply for more than one post should send separate application/s alongwith the requisite fee by means of a Crossed Demand Draft.
8. Money Orders or Cheques or Cash will not be accepted by the University.
9. The fee will not be refunded once an application has been received by the University.
10. Any change of address given in column No. 2 of the application form should at once be communicated to the Registrar, Teaching Appointments Unit, University of Mumbai, Mumbai 400 032.
11. Incomplete applications and applications without the requisite fee will not be considered.
12. Candidates are advised to satisfy themselves before applying that they possess the prescribed qualifications and it is for the candidates themselves to ensure that they possess the prescribed qualifications. No inquiry asking for advise as to eligibility will be entertained.
13. Candidates called for interview will have to present themselves at their own expenses.
14. Canvancing direct or indirect will be disqualification.
15. The Performance Based Appraisal System (PBAS) proforma based on Academic Performance Indicator (API) must be filled by the candidate.