RECRUITMENT NOTICE

Applications are invited for empaneling candidates for the following positions on KHFM Hospitality and Facility Management Services (KHFM) roll to be located at site: Tata Institute of Social Sciences, Mumbai and Tuljapur.

1. Upper Division Clerk (for Accounts section and Dining Hall)
   
   Educational qualification/Experience required: B. Com. (with 50% marks), MSCIT and Tally from Government recognized Institution. Minimum one year experience in accountancy work and candidates with knowledge of accountancy work and catering business will be preferred for Dining Hall post.
   
   Total emoluments per month: Rs. 19820/-

2. Assistant to Electrician
   
   Educational qualification/Experience required: S.S.C. Pass and Certificate (License) of Wireman from Government recognized Institution. The candidates must have one year experience in Electrical wiring, electrical repair work, operation of water pumps, operation of sound systems and electrical equipments.
   
   Total emoluments per month: Rs. 14000/-

3. Helper (for Dining Hall, Hostels and Facility services):
   
   Educational qualification required: S.S.C. Pass; Minimum one year experience in respective areas.
   
   Total emoluments per month: Rs. 11480/-

4. Security Guards at site Tuljapur Campus:
   
   Educational qualification required: S.S.C. Pass; Minimum one year of experience as Security Guard. Ex-defense personnel will be given preference.
   
   Total emoluments per month: Rs. 11780/-

The selected candidate is entitled to Leave, P.F. and medical benefits. Age: not exceeding 35 years as on the last date of applying.

The KHFM reserves the right to not to fill up the vacancy advertised; (a) since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for written test and interview; (b) no queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post; (c) relaxation in marks, age and work experience will be prerogative of KHFM (d) No TA/DA is payable for appearing in the written test/interview.

Candidates desiring to apply are requested to send application by email in the prescribed format attached herewith to ketang1329@gmail.com or send filled in prescribed application form to Mr. Ketan Gujral (Admin. Assistant, KHFM) in the Personnel Section, Tata Institute of Social sciences, V.N. Purav Marg, Mumbai-88 on or before 08/08//2014.

Administrative Assistant, KHFM