



Bharatiya Vidya Bhavan's
Sardar Patel College of Engineering

(Government-Aided Autonomous Institute)
Munshi Nagar, Andheri (West), Mumbai -400 058



Date:-13th November, 2018.

Advertisement for the post of Clerk

Walk in interview for the post of clerk on contractual basis is scheduled on Wednesday 28th November, 2018, 01.00 pm to 03.00 pm in P.G office. Interested candidate may bring their documents for Interview.

The details of post are as under.

Sr. No.	Name of the Post	No. of post
1.	Clerk	1
	<u>Qualification:</u>	
	• B. Com.	
	• Min. Typing speed 40 wpm, English & Marathi	
	• Proficiency in Microsoft Office, Excel & Tally	
	• Knowledge of Accounting process is preferred	
	<u>Experience:</u>	
	• Minimum Two years in Record keeping & Accounting (Preferably)	
	<u>Salary:</u>	
	• Maximum Rs. 10,000/- p.m.	
	• Higher salary may be consider for deserving candidate	

10/11/2018
13.11.2018
P.G. Chairperson