

Date: 07.07.2023

B. M. RUIA GIRLS' COLLEGE

**11, Krishna Kunj, Vachha Gandhi Road, Gamdevi,
Grant Road (West), Mumbai – 400007.**

Applications for filling up the following post are invited from the eligible and duly qualified candidates at, Marwadi Sammelan's B. M. Ruia Girls' College, Mumbai – 400 007.

Non-Teaching Staff - Jr. Clerk (Unaided)

B.Com. Degree with at least II Class from recognized University and should have at least 2 years' experience, knowledge of typing (Marathi, Hindi & English) MS-CIT, knowledge of Tally, Accounts work, individual Income-Tax calculation preferable, knowledge of Computers and over all administrative work is essential. Retired person having experience of college Administrative / Accounts work can also apply.

Application with full details with all supporting documents related to Qualifications and experience should reach The Principal, **B. M. Ruia Girls' College** , 11, Krishna Kunj, Vachha Gandhi Road, Gamdevi, Grant Road West, Mumbai – 400 007 or email to adruiabm1958@gmail.com or principal1958@gmail.com, within 15 days from the date of publication of this advertisement.