

## **SNDT Women's University**

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**श्रीमती ना. दा. ठाकरसी विद्यापीठ**

१, नाथीबाई ठाकरसी मार्ग

मुंबई ४०० ०२०

Telegram : UNIWOMEN

Website : sndt.ac.in

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### **Vacancies for Non-Teaching Post at the Tribunal of Mumbai University and Sndt Women's University, Mumbai on temporary basis.**

Applications are invited for filling up the following unaided teaching post to be filled in at Tribunal of Mumbai University and Sndt Women's University, Mumbai for 11 months.

#### 1. Junior Stenographer.

#### Academic Qualification for Junior Stenographer:-

Possess University Degree, Stenographer (Lower Grade) if the candidate is already having not less than 3 years experience. Preference will be given to the candidates possessing Degree in Law.

Qualify Government Commercial Certificate Examination or examination conducted by Government Board of I.T. (a) for speed of 100 w.p.m. or above in English shorthand and 40 w.p.m. in English Typing for making himself/herself eligible for the post of stenographer.

Possess Computer Certificate about proficiency in operation of word processor in Window and Linux in addition to M. S. Office, M.S. Word, Wordstar-7 and Open Office Org. obtained from any of the following Institutes:

- a) Universities established under the Maharashtra Universities Act, 1994.
- b) Goa/Maharashtra State Board of Technical Education
- c) NIC
- d) DOEACC
- e) APTECH
- f) NIIT
- g) C-DAC
- h) DATAPRO
- i) SSI
- j) BOSTON
- k) CEDIT
- l) MS-CIT

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