

**Maharashtra Animal & Fishery Sciences University,
Futala Lake Road, Nagpur-440 001.**

Mumbai Veterinary College, Parel, Mumbai-400 012.

For Temporary Appointment on the ICAR Sponsored Project on “AICRP on Post Harvest Engineering & Technology” the qualified candidates for below mentioned post are invited for Walk-In-Interview along with the information in the given prescribed format “Appendix-A” at Mumbai Veterinary College, Parel, Mumbai-400 012 on 11.09.2026

Age limit as per Government Rules.

Candidates should report with their original certificates/Testimonials and one set of Xerox copies along with application in Appendix-A format between **10:00 to 11:00 am** positively

“AICRP on Post Harvest Engineering & Technology” Qualified candidates for below mentioned posts are invited for Walk-In-Interview

Sr. No	Name of the post	Scale of pay	No. of posts	Qualification	Nature Of work
1	Steno typist/ Junior Clerk	Pay 19900 + DA + HRA [Payment will be given on Consolidated Pay]	1	Bachelor degree in discipline of Commerce and should Possess the Government Commercial certificate or Computer Typing certificate with a speed of not less than 30 words per minute in Marathi Typewriting and 40 words per minute in English Typewriting. Knowledge in operation of computer is desirable (MS-CIT Certificate)	Maintenance of Administrative Records: Maintain office files, registers, correspondence, service records, attendance records and other official documents systematically. Financial Record Keeping: Maintain records related to bills, vouchers, expenditure, advances, receipts, sanctions and other financial transactions of the office/project. Preparation and Processing of Bills: Prepare and process salary, contingency, purchase, travelling allowance (TA/DA), honorarium and other expenditure bills and submit them to the competent authority/accounts section. Purchase and Store-Related Work: Assist in preparation of purchase proposals, quotations, comparative statements, purchase orders and maintenance of stock and inventory registers. Correspondence and Office Work: Draft routine letters, office notes, statements and reports; handle incoming/outgoing correspondence and maintain proper records of communications. Assistance in Audit & Compliance: Provide necessary documents, statements and financial records during internal/external audits and assist in ensuring compliance with university/government financial and administrative rules. - Perform any other duties assigned by Principal Investigator

The above posts are purely on contract basis & upto termination of the project or may be terminated earlier. **NO TA/DA** is admissible for attending the interview.

Sd/-
(Dr. R.J. Zende),
Principal Investigator,
“AICRP on PHET” Dept. of VPE, MVC
Mobile No. 9969625744

Affix Passport
Size Photograph

APPENDIX “A”

Application for appointment in the “All India Coordinated Research Project (AICRP) on Post Harvest Engineering & Technology” implemented in the Dept. of Veterinary Public Health & Epidemiology, Mumbai Veterinary College, Parel, Mumbai – 12.

1. Name of the candidate :
2. Post for which applied :
3. Sex :
4. Date of Birth :
5. Age as on 11th September, 2026 :
6. Address for Correspondence :
7. Phone No. / Mobile /Email ID :
8. Qualification:

Sr No	Degree Completed	University	Year	CGPA/Percentage of marks obtained

Thesis Title (If any):

9. Experience if any

Sr No	Post Held	Pay	Organization	Period

10. List of Publications:

11. Additional information if any:

Signature of Candidate

The above application typed on plain paper along with brief bio- data and one set of attested copies of Certificates should be submitted at the time of interview.