

Jai Hind College, Mumbai invites applications for the position of **Junior Clerk**.

If you are an organized, detail-oriented professional with a passion for administration and supporting academic excellence, we would like to hear from you.

- Manage student admission records and maintained confidential academic and administrative documents.
- Draft official letters, notices, circulars, certificates, and office correspondence.
- Handle inward and outward registers, file management, and record maintenance.
- Assist in University and College examination processes, including documentation and coordination.
- Coordinate with various academic and administrative departments for smooth day-to-day operations.
- Prepare reports, statements, and office documentation for management and statutory requirements.

Eligibility

- Graduate in any discipline.
- 2–5 years of clerical or administrative experience (experience in an educational institution will be preferred).
- Proficiency in MS Office and computer applications.
- Good communication and interpersonal skills.
- *Working knowledge of Marathi is desirable*

Location: Jai Hind College Campus, Mumbai

Interested candidates may send their updated resume by July 25, 2026 to hr.asst@jaihindcollege.edu.in with the subject line:

Application – Junior Clerk

Only shortlisted candidates will be contacted.

