

Jankidevi Bajaj Institute of Management Studies

**S.N.D.T Women's University
Sir Vithaldas Thackersey Vidya Vihar,
Juhu Road, Santacruz (West)
Mumbai, Maharashtra – 400049, India.**

ADVERTISEMENT NO. JDBIMS 01 OF 2025

INTERVIEW

Applications are invited for the post of One **Office Assistant** for Placement Office (Unaided) to be filled at the JDBIMS, Juhu Campus of the University under a consolidated payment scheme (Self-Supporting) purely temporarily for 11 months during the Academic Year (2025-26). Applicants must email their updated resumes to office@jdbims.sndt.ac.in and jdbims@sndt.ac.in by 31st Jan 2025. Please note that the applications shall not be accepted after the said date.

Qualification and Experience: -

Candidates appearing for PG in any semester / have a postgraduate degree in ANY STREAM from a recognized University or AICTE-approved Institute.

Remuneration: Commensurate with Merit

Eligible candidates may apply online within 07 days from the date of advertisement.

The interview will be held on 4th Feb 2025 at 11.30 a.m. at the S.N.D.T. Women's University JDBIMS, Juhu Campus, Juhu Road, Santacruz (W), Mumbai—400 049.

No T.A. & D.A. shall be paid.

The reservation policy will follow rules applicable for Govt. of Maharashtra.

Contact No: 022-26606626