

Date: 29.06.2024

**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, Grant Road (W), Mumbai – 400 007.

***Non-Teaching Staff - Jr. Clerk (Un-Aided)***

B.Com. Degree with at least II Class from recognized University and should have at least 2 years' working experience, knowledge of typing (Marathi, Hindi & English) MS-CIT Course, 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 –400007 or email to [adruiabm1958@gmail.com](mailto:adruiabm1958@gmail.com) or [principal1958@gmail.com](mailto:principal1958@gmail.com), within 15 days from the date of publication of this advertisement.