



SIR VITHALDAS THACKERSEY COLLEGE OF HOME SCIENCE

(Empowered Autonomous Status)

S.N.D.T. WOMEN'S UNIVERSITY, MUMBAI

NAAC Accredited 'A' Grade, UGC Honor- College with Potential for Excellence (CPE Grant 2006-2020)

RUSA-2 Infrastructure Grant (2018-2020), Best College Award, SNDTWU (2021)



SVT/IQAC/2025-2026/346

Date:- 2/8/2025

NOTICE: VACANCY FOR ADMINISTRATIVE ASSISTANT

Applications are invited for the post of Administrative Assistant at Sir Vithaldas Thackersey College of Home Science (Empowered Autonomous Status), SNDT Women's University.

Key Responsibilities:

- Coordinate with various departments and committees for collecting and compiling reports.
- Create presentations and documentation as needed.
- Manage and update data using Google Sheets and organize files on Google Drive.
- Ensure smooth digital documentation using Canva and related tools.

Eligibility Criteria:

- Bachelor's degree (preferred).
- Prior experience in administrative roles (desirable).
- Proficiency in Google Workspace (Docs, Sheets, Slides, Drive) and Microsoft Office.
- Strong organizational skills, attention to detail, and ability to multitask.
- Excellent communication skills in English.

Application Procedure:

Interested candidates should submit:

- A hard copy of their resume and cover letter to:

The Principal

Sir Vithaldas Thackersey College of Home Science
Juhu Tara Road, Santacruz (W), Mumbai - 400049

- A soft copy should be sent to: svtiqac@svt.edu.in

1 Last Date to Apply: 14th August 2025

Only shortlisted candidates will be contacted for further process.

Usha Lata

PRINCIPAL

(Addl. Charge)

Sir Vithaldas Thackersey
College of Home Science
(Empowered Autonomous Status)
S.N.D.T. Women's University,
Juhu Road, Santacruz(W),
Mumbai - 400 049.