

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI - 400 019.**

Infrastructure Development & Maintenance


Date: 21.02.2022

Advertisement for Contractual Appointment of Electrician , Clerk and Matron in VJTI - Hostel Premises.

The requirements of the post, their responsibilities, qualification, experience and Maximum Salary are as shown in table:-

Name of Post and positions	Responsibilities	Eligibility	Salary (Per Month)	Nature of the appointment and period
Electrician (No. of Position :- 1)	- To attend all type of electrical complaints. - To replace electrical cables, MCB, RCCB etc. - To repairs water pumps, wiring etc. - To write down material consumed in maintenance dead stock / ledger / general. - To electrical bills meter check. - All minor electrical work complaints.	ITI license holder in electrical maintenance with 1 to 2 year experience.	Rs. 15,600/- to Rs. 18,000/-	Purely temporary on contractual basis and for the period of only 11 Months
Clerk (No. of Position:-1)	- Typing & assisting in office work. - Must have Knowledge of Marathi computer typing, MS word, MS Excel. Should be proficient in computer operations.	Bachelor's degree in any discipline. Preferably with 1 to 2 years' experience in office work & accounting work. Knowledge of Marathi typing on computer is must.	Rs. 15,600/- to Rs. 18,000/-	Purely temporary on contractual basis and for the period of only 11 Months
Matron (Girls Hostel) (No. of Position:-1)	-Required to be resident at VJTI girl's hostel. -Keep a general watch over students and all their activities including taking daily night rounds. Look after medical needs of all girl students including dealing with all types of medical emergencies and arrange for transport to a hospital in a medical emergency. -Monitor the activity of class IV workers which belong to girl's hostel and look after general hostel cleanliness and hygiene. -Take instructions and report to Director, Chief Rector and Rector Girls Hostel and implement the same.	-Bachelor's degree in any discipline with computer proficiency in software like MS Office/Excel etc. and must be conversant with internet use. -Required to have good command over English and Hindi languages Desirable: Having experience in management of Hostel/ any other residential academic organization with excellent Administrative capabilities	Rs. 15,600/- to Rs. 18,000/-	Purely temporary on contractual basis and for the period of only 11 Months

Interested candidates are requested to appear for walk in Interview on 28th March 2022 at 11 a.m. at the office of Registrar. Candidate must carry their updated resume, original certificate of education & experience with photocopies, latest salary slip & 2 colored passports size photographs at the time of interview.


Chief - Rector Hostel
VJTI, Matunga
Mumbai -4000192

