

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE

HOSTEL OFFICE

VJTI/ HOSTEL/3352 / 2021

September 19, 2022

20 SEP 2022

Girl Hostel Rector Post Advertisement

Applications are invited for the post of one Rector in VJTI Girl's Hostel

- All ladies faculty members in the Institute appointed on regular and temporary basis shall be eligible for position of Rector irrespective of their designation.
- The appointment will be for a maximum period of four years. Initially for period of two years & extendable next by two years based on performance review.
- She will be eligible for rent-free accommodation on campus of the Institute for the period of appointment. However, expenses towards electricity, water and other charges, if any are to be paid on actual basis.
- Regular faculty will be paid an honorarium of Rs 5,000/- p.m. additionally; they will be reimbursed expenses towards their mobile phone limited to Rs 1,000/- p.m. However, temporary faculty will not be eligible for an Honorarium and other allowances. Temporary faculty will be provided free accommodations in one of the Hostel rooms.

Rector will have to discharge her duties in consultation with Chief Rector and Director.

The Rector will be responsible for;

- Allotment of seats to students as per Institute policies,
- Ensuring cleanliness, health and hygiene in the hostel premises including mess and sanitary blocks by taking regular rounds
- Ensuring availability of timely medical aid/help to students,
- Ensuring proper functioning of messes in co-ordination with student committees,
- Ensuring proper discipline in the hostels,
- Ensuring dues of the students are recovered in time and due refunds are processed in reasonable time,
- Ensuring rooms and passages are kept tidy, clean and obstruction free,
- Redressal of grievances related to functioning of the hostel in consultation with Chief and other rectors,
- To maintain and check registers and ledgers maintained for running messes.

Interested candidates should submit their applications in closed envelope to the Office of the Registrar on or before 30th September 2022.


DIRECTOR



