

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE (VJTI),
MUMBAI – 400019**

**Advertisement for the post of Resident Matron at VJTI Girls
Hostels**

November 04, 2023

VJTI is an engineering institute located at Matunga East, Mumbai with a hostel accommodation of 105 girls at Block A, 87 girls at Block B and 195 girls at Block E.

Applications in the attached format are invited from interested women candidates for the post of Resident Matron at VJTI Girls Hostels. The incumbent is required to be resident at VJTI Girls Hostel, where unfurnished 1BHK accommodation (rent free) will be provided.

Duties of the Matron:

1. To will keep a general watch over students and all their activities and taking daily night rounds.
2. To look after the medical needs of all girls' students, dealing with all types of medical emergencies.
3. To supervise work of housekeeping and sanitary staff of the Girls' hostels and maintain cleanliness and hygiene.
4. Any other duties assigned by Chief Rector/Rector.

Matron shall take instructions and report to the Chief Rector/Rector.

Eligibility Criteria:

- i. Bachelors Degree in any discipline.
- ii. Proficient in English, Hindi and Marathi languages.
- iii. Working knowledge of computer operations (MS Word, MS Excel, Email, etc.) and typing in English.

Remuneration: Maximum consolidated monthly salary Rs. 25,000/- (Rs. Twenty-five thousand only).

Tenure: Appointment shall be for a period of 11 months, further extendable based on performance.

Applications along with relevant documents (school leaving certificate, degree certificate experience certificate, conduct certificate issued by gazetted officer, detailed resume, etc.), should reach the Office of the Director, VJTI, H. R. Mahajani Marg, Matunga East, Mumbai 400019, latest by November 30, 2023. Also, submit the application in the Google Form at the following link <https://forms.gle/L4HpAu5AHvxcs6ybA>. Late or incomplete applications will be rejected.

Director

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE (VJTI),
MUMBAI – 400019**

Application for the Post of Resident Matron at VJTI Girls Hostel

1	Name of the candidate			
2	Date of Birth			
3	Address for correspondence			
4	Mobile No.			
5	Education Qualification:			
	Name of Examination	Name of board/University	Year of passing	Percentage
6	Experience:			
	From	To	Name of Organization	Post held
6	Marital Status (Married/Unmarried)			
7	If selected, details of family members who will be staying in quarters			
	Name of the person	Gender	Age	Relation
8	Computer/Typing Knowledge (List the skills and mention level of proficiency)			
	1. MS Office – (Basic/Intermediate/Advanced):			
	2. Typing – (Basic/Intermediate/Advanced):			
	3. Any other skill:			
9.	Undertaking:			
	I, hereby declare that, information furnished above is true, complete, and correct to best of my knowledge and belief.			
	Signature of Candidate and Date:			