

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE**  
**Matunga, Mumbai - 400019**  
**Infrastructure & Maintenance Section**

Date: 3<sup>rd</sup> May 2024

**Advertisement for Walk-in Interviews for Appointment of Civil Engineers,  
Electrical Engineer, Sanitary Inspector, Plumbers, Electricians, Carpenters, and  
Helpers in Maintenance Section, VJTI**

Veermata Jijabai Technological Institute (VJTI), Mumbai is a premier and one of the oldest engineering institutes established in 1887. It is an autonomous institute of Government of Maharashtra and is affiliated to Mumbai University. The institute is situated in Matunga, at the heart of Mumbai city with a sprawling 16 acre campus.

Applications are invited from passionate, result oriented Civil Engineers, Electrical Engineer, Sanitary Inspector, Plumbers, Electricians, Carpenters and Helpers to develop and maintain the Institute infrastructure. Details regarding the positions, including responsibilities, qualifications, experience requirements, age limits, and maximum salaries, are outlined in the table below.

Applicants are required to bring their updated resumes, along with original and photocopies of their educational and experiential certificates, as well as two passport-sized colored photographs for the interview. Candidates who fail to produce these documents will not be permitted to participate in the interview. For the positions of Civil Engineer (Sr. no. 1), Electrical Engineer (Sr. no. 2) and Sanitary Inspector (Sr. no.3), written tests will be conducted, while practical tests will be held for the roles of Plumber (Sr. no. 4), Electrician (Sr. no. 5), Carpenter (Sr. no. 6), and Helpers (Sr. No. 7, 8 & 9).

**These appointments shall be purely on contractual basis and for the period of 11 Months only.**

We invite interested candidates to participate in the upcoming walk-in interviews according to the schedule given below. **To apply, complete the application form by clicking this link: <https://forms.gle/ndK24c3NzTGC73xb8>. The deadline to submit your online application is May 16<sup>th</sup>, 2024.** All candidates are required to report to the **Maintenance Section** between 10:00 AM and 11:00 AM on the day of the interview.

**Interview Schedule**

Position	Date of Interview
1) Civil Engineer -5 posts 2) Electrical Engineer – 1 post 3) Sanitary Inspector – 1 post	17 <sup>th</sup> May 2024
1) Plumber – 2 posts 2) Electrician – 2 posts 3) Carpenter – 2 posts 4) Assistant Plumber, Electrician and Carpenter – 2 posts (each)	18 <sup>th</sup> May 2024



**Dean**  
**Infrastructure & Maintenance**  
**VJTI, Matunga**  
**Mumbai -400019**

### Eligibility Criteria, Roles & Responsibilities for Different Positions

Sr. No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
1.	<b>Civil Engineer (5 positions)</b> Age Limit: 50 yrs	Shall be responsible for Coordination, planning and executing of Institute and Hostel building projects with the help of various agencies in timely manner. Shall be responsible for site supervision, measurements, estimation and checking of quantities and qualities of various civil, repair, renovation, and refurbishment works. Preparation of tender documents and BOQ, uploading tender on GEM/MAHA-e-TENDER, writing measurements in measurement book and preparation of bills. Any other work assigned by Dean I & M/ Associate Deans/Faculty In-charge/VJTI authorities.	Degree/Diploma in Civil Engineering with a minimum of 3 years' experience in the industry.  Preference will be given to: 1. Candidate having experience in tendering process with GEM/MAHA-e-TENDER. 2. Candidate having experience in executing repair/rehabilitation/ strengthening works and maintenance of buildings. 3. Candidate having experience in liaising with Statutory bodies (PWD/BMC/MMRDA etc.)	Rs. 55,000/- consolidated (Maximum) for Degree Holders  Rs. 45,000/- consolidated (Maximum) for Diploma Holders
2.	<b>Electrical Engineer (1 position)</b> Age Limit: 50 yrs	Shall be responsible for Coordination, planning and executing of Institute and Hostel project with the help of various agencies in timely manner. Shall be responsible for site supervision, measurements, estimation and checking of quantities and qualities of various Electrical works. Preparation of tender documents and BOQ, uploading tender on GEM/MAHA-e-TENDER, writing measurements in measurement book and preparation of bills. Any other work assigned by Dean I & M/ Associate Deans/Faculty In-charge/VJTI authorities.	Degree/Diploma in Electrical Engineering with a minimum of 3 years' experience in the industry.  Preference will be given to: 1. Candidate having experience in tendering process with GEM/MAHA-e-TENDER. 2. Candidate having experience in executing electrical works (single Phase and 3 Phase) in buildings and Civil Infrastructure. Candidate having experience in liaising with Statutory bodies (PWD/BMC/MMRDA etc.)	Rs. 55,000/- consolidated (Maximum) for Degree Holders  Rs. 45,000/- consolidated (Maximum) for Diploma Holders

Sr. No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
3.	<p><b>Sanitary Inspector</b> <b>(No of Position: 01)</b></p> <p>Age Limit: 50 yrs</p>	<p>Inspect all infrastructural facilities (classrooms, laboratories, Offices, toilets, etc.), &amp; open spaces, Hostels, Staff quarters, Director, and Rector Bungalow. Terraces, roofs, UG &amp; OH water tanks, drainage &amp; sewerage system, etc., after being cleaned by housekeeping staff to ensure proper cleanliness and hygiene.</p> <p>Inspect external footpath and flowerbeds along the periphery of the campus and ensure upkeep and cleanliness.</p> <p>Proper and timely disposal of all types of waste/garbage. Pest Control, Rodent control and fogging of campus at regular intervals.</p> <p>Inspection of trees/shrubs within the campus and ensuring timely pruning of the trees and shrubs.</p> <p>Liaising with BMC and other local bodies for solid waste disposal, pruning/cutting of trees, pest control, waste disposal etc.</p> <p>Act as a liaison to coordinate the efforts of Housekeeping staff, Maintenance Section, Hostel Office &amp; Director Office.</p> <p>To follow all safety and security policies and procedures; reporting of cleanliness issues, safety hazards, accidents, or injuries to higher authorities.</p> <p>Work assigned by Dean I &amp; M/Associate Deans/Faculty In-charge / Engineer/ Faculty In-charge / VJTI authorities.</p>	<p>Degree in any discipline with a minimum of 5 years' experience in the relevant area in Govt./Public Sector/Pvt. Sector/ Industry/Institute.</p> <p>and</p> <p>Sanitary Inspectors' Diploma Course or Sanitary Health Inspector Diploma Course or Equivalent from recognized University/Institute.</p>	<p>Rs.50,000/- (Maximum) consolidated</p>

Sr. No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
4.	<b>Plumber</b> <b>(No of positions: 2)</b>  Age Limit: 50 yrs	To attend all types of plumbing related new plumbing work and complaints including repairs, replacement plumbing pipelines, fixtures and allied work etc. To attend complaints of water cooler, water purifiers and water pumps. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or PWD license holder in plumbing work with minimum 1 yr. experience.  OR Equivalent Industrial / Maintenance plumbing work experience of not less than 3 years (experience certificate from an agency wherein the candidate was/is employed is must).	Rs. 30,000/- (Maximum) consolidated
5.	<b>Electrician</b> <b>(No of Position: 2)</b>  Age Limit: 50 yrs	To handle Single or Three phase electrical wiring and Connections. To repairs of Fan/ Motors/ switch boards. To Prepare requisitions for stores for Electrical Material purchase. To attend all type of electrical complaints. To replace electrical cables, MCB, RCCB etc. To repairs water pumps, wiring, etc. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or PWD license holder in electrical maintenance with minimum 1 yr. experience.	Rs. 30,000/- (Maximum) consolidated
6.	<b>Carpenter</b> <b>(No of Position: 2)</b>  Age Limit: 50 yrs	Knowledge Basic Tool and wooden work New or Old wooden/plywood work and its repairs Repairing and Fixing of new / old Doors and windows ( wooden / steel/ aluminum) Preparation and Repairs of wooden benches, chairs, tables, beams/rafters, etc. Preparing requisitions for stores for wooden Material purchase. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or Equivalent course in Carpentry work with minimum 1 yr. experience. <b>Or</b> License holder from any Recognized Authority with minimum 1 yr. experience. <b>Or</b> Equivalent Industrial / Maintenance carpentry work experience of not less than 3 years (experience certificate from an agency wherein the candidate was/is employed is must).	Rs. 30,000/- (Maximum) consolidated

Sr. No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
7.	<b>Assistant Electrician</b> <b>(No of Position: 2)</b> Age Limit: 45 yrs	To carry out the necessary minor electrical work as instructed by electrician. To help the electrician to carrying Ladder to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 <sup>th</sup> Pass with Vocational subjects, basic knowledge of electrical maintenance work and tools. Preference will be given to candidates with ITI course or experience in electrical work.	Rs.20,000/- (Maximum) consolidated
8.	<b>Assistant Plumber</b> <b>(No of Position: 2)</b> Age Limit: 45 yrs	To carry out the necessary minor Plumbing work as instructed by electrician. To help the plumber to carrying Ladder to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 <sup>th</sup> Pass with Vocational subjects, basic knowledge of Plumbing maintenance work and tools. Preference will be given to candidates with ITI course or experience in plumbing works.	Rs.20,000/- (Maximum) consolidated
9.	<b>Assistant Carpenter</b> <b>(No of Position: 2)</b> Age Limit: 45 yrs	To carry out the necessary minor Carpentry work as instructed by Carpenter. To help the Carpenter to carrying Ladder/Tool to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 <sup>th</sup> Pass with Vocational subjects, basic knowledge of Carpentry maintenance work and tools Preference will be given to candidates with ITI course or experience in carpentry works.	Rs.20,000/- (Maximum) consolidated



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