

Format of application for the post of Director, VJTI Mumbai

Veermata Jijabai Technological Institute, Mumbai (MS)	
Application for the post of Director, VJTI, Mumbai	Please paste here your recent passport size photograph
GENERAL INFORMATION:	
Full name of the applicant	
Date of Birth	
Present post	
Designation and Grade:	
Date from which Held:	
Name of the Organization:	
Address for communication:	
E-mail Id:	
Telephone numbers for contact:	
Office:	
Residence:	
Mobile:	
The Indian language the applicant is able to speak fluently and read	
Knowledge of Marathi Language (Read/Write/Speak)	
Whether there is any case pending against you in any court of law and whether you have been convicted by a Court of Law for any offence? If so, give details thereof.	
Please enclose: No Objection Certificate for application from the parent department / organization / Institution as per Annexure-I	

Essential Qualifications: (Graduation onwards):							
Sr No	Examination	Board / University	Institute	Subject / Course	Year of Passing	Division / Class	Marks in %
1							
2							
3							
4							
Details of Employment in Descending Order: (all proofs of approvals of appointments of different positions from the competent authorities like Affiliating University/DTE to be enclosed)							
Sr. No.	University / Institution / Organisation	Post	From	To	Government / Private	Total (in years and months)	
1							
2							
3							
4							
5							
Total Experience:							
Abbreviations (if any):							
1							
2							
Details of Administrative Experience: (Proofs of certificates from the appointing authority/Principal/Director of the institute/etc. be attached)							
Sr. No.	University / Institution / Organisation	Post	Nature of Duties	From	To	Government / Private	Total (in years and months)
1							
2							
3							
Research Publications: (Provide a list of minimum eight (8) publications in SCI journals / UGC / AICTE approved list of journals out of which please include the research publications in peer-reviewed/refereed international research journals with high impact factor after Ph.D.)							
Sr. No.	Title of the publication			Name of the Journal (do not include conference publications)		Year of publication	
1.							

2.			
3.			
4.			
5.			
6.			
7.			
8.			

Details of Published Books / Book Chapters

Sr. No.	Title of the book / book chapters	Name of the publisher	ISBN
1			
2			
3			

Details of funded research/developmental projects for min. Rs. 5 Lakhs and above (Completed / in-Process)

Sr. No.	Title of the Project	Project Value (Rs. In Lakh)	Granting Agency	Date of Start	Date of Completion
1					
2					
3					

Experience to Guide Ph.D Students:

SN	Student	Thesis title	Ph.D. awarded
1			
2			
3			
4			
5			

Details of Experience of Working with International Bodies, Participation in Workshops, Seminars, and Conferences held Outside Country:

SN	Activity	Place	Year
1			
2			

3					
Details of Experience of Working with International Bodies, Participation in Workshops, Seminars, and Conferences held Within the Country:					
SN	Activity	Place	Year		
1					
2					
3					
Experience of working on the Statutory Authorities/forums of a university/institute such as Board of Studies, Academic Council, Management Council or Executive Council of Board of Management, Senate, AICTE / UGC / NBA / NAAC etc.					
SN.	Institution	Statutory forum / authority and position	From	To	Total (Y/M)
1					
2					
Awards and Recognitions:					
SN	Title and details of the award				Year
1					
2					
3					
Membership of Technical Societies:					
SN	Name of the Society	Membership Number	Period		
1					
2					
Any Other Information:					
Skills and Competencies:					
Leadership Skills- Proven record					
1	Ability to motivate a diverse group of stake holders				
2	Desire to further the mission and goals of the organization				
3	Ability to think strategically and innovatively and to maintain a broad perspective				
4	Ability to lead by personal example with openness to new ideas and a consultative approach in implementation of the same				
5	Understanding NEP2020 and its implementation plan for the institute (VJTI, Mumbai)				

REFERENCES (Attach minimum three (3) Reference letters)			
SN	Name	Designation	Address, mobile and email
1			
2			
3			

Date:

Signature of Applicant

Annexure-I

No Objection Certificate from the parent department/ organization/ Institution and, A certificate from the parent Department/ Organisation/ Institution to the effect that no departmental enquiry is proposed or pending against you.

Ref:

Date:

No Objection Certificate

This is to certify that Mr/Ms/Dr _____ joined this institute/organization as _____ in _____ Department on _____.

1. His/Her date of appointment to the present post as _____ is _____
2. He/She is permitted to apply to the post of _____ , VJTI Mumbai
3. He/She bears a good moral and character.
4. It is also certified that there is no Disciplinary/Vigilance, or any other case is pending or contemplated against _____ and his/her integrity is beyond doubt.
5. No major/minor penalties have been imposed on him/her during his/her Service.
6. It is certified that in the event of selection of _____ he/she will be relieved of his/her duties in this office.

Place:
Date:

Signature:
Designation of the Authority:
Name of organization:

Annexure II

Checklist of documents/testimonials attached.

SN	Name of the Document	Document Attached (Yes/No)	Page No.
1	Proof of Date of birth		
2	NOC as per format (Annexure –I)		
3	Educational Qualifications		
	i. BE/BTECH or equivalent - Marksheet		
	ii. ME/MTECH or equivalent - Marksheet		
	iii. Ph. D. Engineering/Technology		
	iv. Any other		
4	Employment record		
	i.		
	ii.		
	iii.		
	iv.		
5	Administrative Experience		
	i.		
	ii.		
	iii.		
	iv.		
6	Reference letters		
	i.		
	ii.		
	iii.		
7	All other proofs (if any) in support of your candidature be attached.		