

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE (VJTI)
MATUNGA, MUMBAI 400 019**

Advertisement for the Post of Assistant Registrar & Security Officer on Contractual basis in VJTI

Applications are invited for the following positions in the Institute, purely on contractual basis for a period of 11 months extendable upto 3 years or more based on performance. Interested candidates are requested to remain present at the time of interview with necessary original documents and resume. Desirable educational qualifications, skills and experience for the positions are as under:

Date of Interview : Will be notified on website after scrutiny of application.

Venue : Office of Registrar, VJTI

Reporting Time : 10:30 a.m.

Sr. No.	Name of Post	No. of Post	Requirement	Remuneration (Consolidated) pay per month
1.	Assistant Registrar (Finance & Accounts)	01	<p>Minimum Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Commerce with min. 60% marks. ➤ Knowledge of Finance & Accounting. ➤ Knowledge of Accounting software (Tally/ Audit), MS Excel, Word, etc. ➤ Related to Finance & Accounting for 4 years. <p>Desirable Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Master's Degree in Commerce discipline with min. 60% marks. ➤ 2 years experience at supervisory level. 	Maximum Rs.45000/- to 55000/- Depending on Qualification & Experience
2.	Assistant Registrar (Stores & Purchase)	01	<p>Minimum Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Commerce/Science with min. 60% marks. ➤ Knowledge of Govt. Purchase Procedures (GEM & E-Tendering, Maha E-Tendering), MS- Office-Word, Excel, Power point, etc. ➤ Relevant work experience for 4 years. <p>Desirable Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Master's Degree in Commerce/Science with min. 60% marks. ➤ 2 years experience at supervisory level. 	Maximum Rs.45000/- to 55000/- Depending on Qualification & Experience
3.	Assistant Registrar (Establishment & Administration)	01	<p>Minimum Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Bachelor's Degree in Arts/Commerce /Science with min. 60% marks. ➤ Knowledge of MS-Office-Word, Excel, Power point etc. ➤ Relevant work experience for 4 years. <p>Desirable Qualification & Experience:</p> <ul style="list-style-type: none"> ➤ Master's Degree in Arts/Commerce /Science with min. 60% marks. ➤ Work experience for 4-5 years in Academic Institute/ University, etc. ➤ 2 years experience at supervisory level. 	Maximum Rs.45000/- to 55000/- Depending on Qualification & Experience
4.	Security Officer	01	<p>Essential Qualification and experience:</p> <ul style="list-style-type: none"> ➤ Qualification: SSC pass ➤ Experience: Adequate experience in Armed Forces, Police Force and Security Forces. <p>Desirable Skills:</p> <ul style="list-style-type: none"> ➤ Firefighting training and experience of working in institutional campus, electronic surveillance, computer system for information processing and retrieval. ➤ Conversant with security rules and procedures and should possess valid driving license for light motor vehicle and motor cycle. 	Consolidated Pay per Month: Rs.20000/- to Rs.35000/- Depending on Qualification & Experience

List of Documents to be carried for the Interview:

- 1) Hard Copy of Resume
- 2) All academic certificates in original and 1 set of photocopies of all the documents
- 3) Latest Passport size photograph(two)
- 4) Original Photo ID (PAN Card/ Passport / Aadhar Card/ Election Commission I card)
- 5) Experience & Reliving Letters for all the previous employment

Last date for sending applications – 9 July 2024 by 5pm.

Click here to apply : <https://forms.gle/etWCFCjDtZDpTd2J7>

**Registrar
VJTI**