

# Veermata Jijabai Technological Institute, Mumbai

## Advertisement for the post of Executive Engineer (Civil), Hostel Manager, Security Officer, Clerk, Carpenter, Assistant Electrician, Assistant Plumber, Assistant Carpenter on Contractual basis

5<sup>th</sup> January 2025

Applications are invited from result-oriented candidates for the following posts

1. Executive Engineer (Civil) (1 Post)	2. Hostel Manager (1 Post)
3. Security Officer (2 Posts)	4. Sanitary Inspector (1 Post)
5. Carpenter (1 Post)	6. Clerk (2 Posts)
7. Assistant Electrician (1 Post)	8. Assistant Plumber (1 Post)
9. Assistant Carpenter (1 Post)	

### Important Instructions:

- Applications along with the necessary documents should be reach the Maintenance Section, Veermata Jijabai Technological Institute (VJTI), Matunga (East), Mumbai-19 **on or before 20<sup>th</sup> January 2025**. Also, submit the application by filling Google form <https://forms.gle/HghoDi9W1RtS3XWT8>.
- **All these appointments shall be purely on contractual basis and for the period of 11 Months**
- **Appointment of Executive Engineer (Civil) shall be on the tenure basis for 3 years.**
- The details of qualification, responsibilities and salary for each post is given in Annexure I below.
- All the candidates are required to report to the Maintenance Section, VJTI between 9:00 AM and 10:00 AM on the day of the interview as per the schedule given below.
- Candidates should carry all the original documents of qualifications and experience at the time of interview.

SN	Name of Post	Date of Interview	Selection Process
1	Executive Engineer (Civil)-1 Post	27 <sup>th</sup> January 2025	Interview
2	Sanitary Inspector – 1 Post	27 <sup>th</sup> January 2025	Interview
3	Security Officer-2 Posts	27 <sup>th</sup> January 2025	Interview
4	Hostel Manager-1 Post	28 <sup>th</sup> January 2025	Skills test and interview
5	Clerk-2 Posts	29 <sup>th</sup> January 2025	Skills test and interview
6	Carpenter/ Assistant Electrician/ Assistant Plumber/ Assistant Carpenter – 1 Post (Each)	30 <sup>th</sup> January 2025	Skills test and interview

Registrar

## Annexure I: Eligibility Criteria, Salary, Roles & Responsibilities for Different Positions

S N	Name of Post	No. of Posts	Duties/ Responsibilities	Qualification and Experience	Salary
1	Executive Engineer (Civil) Age Limit: 50 Yrs	<b>01 (One)</b>	Planning and execution of construction of proposed multi-storied building Monitoring and supervision of team of civil engineers working in the maintenance section Carry out any other work assigned by VJTI authorities.	Minimum Qualification and Experience: Bachelor Degree in Civil Engineering with 5 years' experience in planning and construction of RCC buildings. <b>Desirable:</b> <ul style="list-style-type: none"> <li>M.E./M.Tech in Construction Management/Structural Engineering or PG Diploma in Construction Management from NICMAR and equivalent institute.</li> <li>Preference will be given to candidates and construction of multi-storied buildings</li> </ul>	Rs. 70,000 to 80,000 (Maximum) Consolidated
2	Hostel Manager Age Limit: 50 Yrs	<b>01 (One)</b>	Hostel manager will handle day to day activities of six VJTI hostels. Hostel manager shall be responsible for- <ul style="list-style-type: none"> <li>Handling Admission process of hostel</li> <li>Looking after well-being of the students</li> <li>Maintaining records of hostel</li> <li>Purchases related to the hostel</li> <li>Carrying out any other work assigned by VJTI authorities.</li> </ul>	Bachelor Degree in any discipline with 5 years' experience. Knowledge of MS-Office-Word, Excel, Power point etc. Good oral/written communication skills <b>Desirable:</b> <ul style="list-style-type: none"> <li>Master's Degree in any discipline</li> <li>Work experience for 4-5 years in hostel/academic institute.</li> <li>2 years' experience at supervisory level</li> </ul> Preferably should be ready to stay on campus. Rent free accommodation will be provided.	Rs. 45,000/- to 55,000/- (Consolidated)
3	Sanitary Inspector Age Limit: 50 Yrs	<b>01(One)</b>	Inspect all infrastructural facilities (classrooms, laboratories, Offices, toilets, etc.), & open spaces, Hostels, Staff quarters, Director, and Rector Bungalow. Terraces, roofs, UG & OH water tanks, drainage & sewerage system, etc., after being cleaned by housekeeping staff to ensure proper cleanliness and hygiene. Inspect external footpath and flowerbeds along the periphery of the campus and ensure upkeep and cleanliness. Proper and timely disposal of all types of waste/garbage. Pest Control, Rodent control	Degree in any discipline with a minimum of 2 years' experience in the relevant area in Govt./Public Sector/Pvt. Sector/ Industry/Institute. and Sanitary Inspectors' Diploma Course Or Sanitary Health Inspector Diploma Course Or Equivalent course from recognized University/Institute.	Rs. 30,000 (Maximum) Consolidated

			and fogging of campus at regular intervals. Inspection of trees/shrubs within the campus and ensuring timely pruning of the trees and shrubs. Liaising with BMC and other local bodies for solid waste disposal, pruning/cutting of trees, pest control, waste disposal etc. Act as a liaison to coordinate the efforts of House keeping staff, Maintenance Section, Hostel Office & Director Office. To follow all safety and security policies and procedures; reporting of cleanliness issues, safety hazards, accidents, or injuries to higher authorities.		
4	Security Officer Age Limit: 65 Yrs	<b>02 (Two)</b>	Shall be responsible for security of the students/staff and supervising the security personnel. Carry out any other work assigned by VJTI authorities.	Bachelor degree with 5 years' experience in supervisory position for security of school/college/Govt. Organization/PSU or Private Sector (In case of private sector, the company turnover of more than Rs. 10 Crores in last financial year for which the candidate is/was working) Candidate should have experience of supervising a team of minimum 10 security personnel/guards. <b>Desirable:</b> <ul style="list-style-type: none"> <li>• Preference will be given to the persons who have served in the Army / Central paramilitary Forces or in Police Force.</li> <li>• Certificate of NCC and Fire fighting training and experience of working in residential institutional campus, electronic surveillance, computer system for information processing and retrieval.</li> </ul> Preferably should be ready to stay on campus. Rent free accommodation will be provided.	Rs.40000/- to Rs.60000/- (Maximum) consolidated
5	Clerk Age Limit: 45 Yrs	<b>02 (Two)</b>	Clerical work of hostels. Carry out any other work assigned by VJTI authorities.	Bachelor degree in any discipline with 2 years' experience. Good oral and written communication skill and knowledge of computer softwares Microsoft word, Excel, Power point etc. Marathi and English Typing Certificate Required.	Rs.20,000/- (Maximum) consolidated

6	Carpenter Age Limit: 50 Yrs	<b>01 (One)</b>	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/ aluminium) Preparation and Repairs of wooden benches, chairs, tables, beams/rafters, etc. Preparing requisitions for stores for wooden Material purchase. Work assigned by VJTI authorities.	ITI or Equivalent course in Carpentry work with minimum 1 yr. experience. Or License holder from any Recognized Authority with minimum 1 yr. experience. Or 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
7	Assistant Electrician Age Limit: 50 Yrs	<b>01(One)</b>	To carry out the necessary minor electrical work as instructed by electrician. To help the electrician to carrying ladder to the worksite. Carry out any other work assigned by VJTI authorities.	10 <sup>th</sup> Pass with 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	Assistant Plumber Age Limit: 50 Yrs	<b>01(One)</b>	To carry out the necessary minor Plumbing work as instructed by electrician. To help the plumber to carrying ladder to the worksite. Carry out any other work assigned by VJTI authorities.	10 <sup>th</sup> Pass with basic knowledge of Plumbing maintenance work and tools. Preference will be given to candidates with ITI course or experience in electrical work	Rs.20,000/- (Maximum) consolidated
9	Assistant Carpenter Age Limit: 50 Yrs	<b>01 (One)</b>	To carry out the necessary minor Carpentry work as instructed by Carpenter. To help the Carpenter to carrying Ladder/Tool to the worksite Carry out any other work assigned by VJTI authorities.	10 <sup>th</sup> Pass with 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

# Veer mata Jijabai Technological Institute, Mumbai

**Application form for post of Executive Engineer (Civil)/ Hostel Manager/Security Officer/Sanitary Inspector/Clerk/Carpenter/Assistant Electrician, Assistant Plumber, Assistant Carpenter**

*(Note: Submit separate application for each post)*

1	<b>Name of the candidate</b>		Paste passport size photograph here	
2	<b>Post Applied for</b>			
3	<b>Date of Birth</b>			
4	<b>Address for correspondence</b>			
5	<b>Mobile No.</b>			
<b>Education Qualification:</b>				
6	Name of Examination	Name of board/University	Year of passing	Percentage
<b>Experience:</b>				
7	From	To	Name of Organization	Post held
8	<b>Computer/Typing Knowledge (List the skills and mention level of proficiency)</b>			
	1. MS Office – (Basic/Intermediate/Advanced): 2. Typing – (Basic/Intermediate/Advanced): 3. Any other skill:			
9.	<b>Undertaking:</b>			
	I, ..... hereby declare that, information furnished above is true, complete, and correct to best of my knowledge and belief.			
	Signature of Candidate and Date:			