



VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था

Veermata Jijabai Technological Institute

(Autonomous Institute of Govt. of Maharashtra)

H. R. Mahajani Road, Matunga (East), Mumbai - 400 019

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Date:13th March 2025

Advertisement for the posts of (i) Associate Training and Placement Officer (ii) Assistant Training and Placement Officer

Veermata Jijabai Technological Institute (VJTI), Mumbai, established in 1887, has been a trailblazer in India's engineering education, research and training landscape. Prior to independence, VJTI played a crucial role in fostering industrial development across united India. Following independence, it was instrumental in the establishment of prestigious institutions like the IITs and RECs, contributing significantly to the nation's technological advancement.

VJTI invites applications for the posts of (i) Associate Training and Placement Officer (ii) Assistant Training and Placement Officer from eligible candidates separately for each post. The post is on temporary basis for 3 years with a break after every 11 Months

The qualifications, Salary and tenure for the post are as follows:

Post	Qualifications	Consolidated Salary per month (Rs.)	Tenure
Associate Training & Placement Officer	MBA	Rs. 1,25,000/-	3 years with a break after every 11 Months
Assistant Training & Placement Officer	MBA / ME / MTech	Rs. 75,000/-	3 years with a break after every 11 Months

Eligibility for post of Associate Training and Placement Officer:

1. MBA with **Six years** of experience in MNC/industry/educational institute of national reputation only.
2. Experience: Minimum Five years of experience in Training & Placement (full time) is mandatory.
3. Skills required: Strong English communication skills, people management abilities, Data Management skills, computer proficiency, Industry Liaison skills and networking.
4. Language Requirement: Knowledge and understanding of the Marathi language is essential.
5. Work performance (will be reviewed after 11 months).
6. Age criteria: Not more than 50 years.

Eligibility for post of Assistant Training and Placement Officer:

1. MBA / ME / MTech with at least **two years** of experience in industry or reputed educational institute
2. Experience in Training & Placement (Full-time) is mandatory.
3. Strong English communication skills, Computer proficiency and Data Management skills, Industry Liaison skills and networking.
4. Knowledge and understanding of the Marathi language is essential.
5. Work performance will be reviewed after 11 months.
6. Age criteria: Not more than 45 years

- The applications should be sent in pdf format to assoc_dean_cr@vjti.ac.in
- Last date for receiving the application is 15th April 2025, 4.30 pm.
- Shortlisted candidates for the interview will be informed via email and will be displayed on VJTI website.

The mode of selection will be as follows:

1. The shortlisting of candidates will be done on the basis of experience.
2. Offline interviews will be conducted for the shortlisted candidates as part of the final selection process.

Important Notes: The candidates shall make a single pdf of the application form as provided below along with all the relevant certificates / documents.

Sd/-

Director

Application Form

Veermata Jijabai Technological Institute (VJTI Mumbai)

Application Form for Associate Training and Placement Officer and Assistant Training and Placement Officer

Post Applied for		Affix self-attested recent color passport size photo here.
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Sr No	Particular	Details
1	Full Name (in BLOCK letters) (as in HSC Mark sheet)	
2	Father's / Spouse Name	
3	Mother's Name	
4	Date of Birth	DD / MM / YYYY
5	Age (as on last date of application)	____ Years ____ Months
6	Nationality	
7	Gender	
8	Marital Status	
9	Address for correspondence	
	Pin Code	
	Mobile	
	e-mail address	

12. Academic Qualifications as applicable:

Sr No	Examination / Degree	Board / University	Subject / Specialization	Year of Passing	Percentage / CGPA	Class	Proof (Y / N)
1							
2							
3							
4							
5							

13. Details of employment –experience in academic institution(s) / research organization(s) / industrial or field experience – if any in Chronological order:

Sr. No.	Post held	Organization	Nature of Post (Permanent / Temporary / Probation / Visiting, etc.	Period / Duration				Last salary drawn	Consolidated pay	Proof (Y/N)
				From	To	Years	Months			
1										
2										
3										
4										
5										

14. Total Experience:

Sr No	Experience	Years	Months
1	Industrial Experience		
2	Training and Placement Experience		
4	Total Experience (Without overlapping)		

15. Any other relevant information (Awards, Achievements, etc.):

Signature of Applicant

DECLARATION
(By the candidate)

I _____ hereby declare that the information given by me in this application form is true to the best of my knowledge and belief.

If, at any time, I am found to have concealed any material / information or given any misleading or false information, my candidature / appointment may be summarily rejected / Terminated without any prior notice or compensation.

Date:

Place:

Signature of Applicant

List of Enclosures Attached:

Sr No	Name of the Enclosure
1	
2	
3	
4	
5.	
6.	
7.	

Note:

The candidates shall make a single pdf of the application form and all the relevant certificates/ documents and send to assoc_dean_cr@vjti.ac.in up to 15th April 2025, 4.30 pm.