



Adv. No. Dir./Registrar Desk/Recruitment/Sptdt/3506/2025

Date: 29th September 2025

Advertisement

Applications are invited for the following positions in the Institute, purely on temporary basis for a period of 11 months. Interested candidates can submit the application form by e-mail in the prescribed format along with the self-attested scanned copies of the of necessary documents to assistantregistrar.establishment@vjti.ac.in **on or before 10th October 2025, 5.30 pm.**

Exact date will be announced later on the institute website. Kindly visit Institute website for further announcements.

Details are as follows:

Sr. No.	Name of the Post	No. of Post	Qualification and Experience (If any)	Remuneration (Consolidated) Pay per month
1.	Assistant Registrar (Establishment & Administration)	01	Essential (i) Master's degree in any discipline from a recognized university with 60% of the marks (ii) 05 years of experience of administrative practices, human resource management, statutory functions and academic activities, establishment related work, knowledge of MCSR etc. Age Limit: Not exceeding 40 years	Maximum of Rs. 45,000/- To Rs 55,000/- (Depending on Qualification and Experience)
2.	Senior Superintendent	01	Essential (i) Bachelor's Degree with minimum 60% marks in relevant stream. (ii) 03 years of relevant experience in the fields of administration, establishment, academics, store/purchase, material management, public relations, student affairs, finance and accounts. (iii) Knowledge of Computer applications. (iv) Excellent noting and drafting skills in Marathi and English. Desirable (i) Master's Degree with minimum 60% marks in any streams. (ii) B.Tech/ B.E/MCA with minimum 60% marks in any streams. (iii) Experience of GeM, E-tendering and procurement related works. Age Limit: Not exceeding 35 years	Maximum of Rs. 30,000/- To Rs 35,000/- (Depending on Qualification and Experience)
3.	Junior Superintendent	01	Essential (i) Bachelor's Degree with minimum 60% marks in any stream. (ii) 02 years of relevant experience in the fields of administration, establishment, academics, store/purchase, material management, public relations, student affairs, finance and accounts. (iii) Knowledge of Computer applications. (iv) Excellent noting and drafting skills in Marathi and English. Desirable (i) B.Tech/ B.E/MCA with minimum 60% marks in any streams. (ii) Experience of GeM, E-tendering and procurement related works. Age Limit: Not exceeding 35 years	Maximum of Rs. 25,000/- To Rs 30,000/- (Depending on Qualification and Experience)

Sd/-
Dr. K. K. Sangle
Registrar

APPLICATION FORM

1	Post Applied for	:	
2	Name of the Applicant	:	
3	Father's Name	:	
4	Date of Birth (dd/mm/yyyy)	:	
5	Category	:	
6	Address for Correspondence	:	
7	Mobile No.:		E-Mail ID:

8	Educational Qualifications					
Sr. No.	Qualification (Highest to Lowest)	Specialization	Name of the University/ Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
(i)						
(ii)						
(iii)						
(iv)						

9	Industry Experience/ Experience in the Domain				
Sr. No.	Post held	Name of the Organisation	From	To	Total Months
1.					
2.					
3.					
4.					

DECLARATION/ UNDERTAKING

I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that my services will be terminated immediately if it is found that false information is given by me or in case of any misconduct. I also understand that the Adhoc Faculty/ Junior Engineer post, for which I am applying, is of tenure as specified in the advertisement and I shall have no claims thereafter for extension of the tenure.

Date:

Place:

Signature of the Candidate