



VJTI MUMBAI

वीरमाता जिजाबाई तंत्रज्ञान संस्था
Veermata Jijabai Technological Institute
(Autonomous Institute of Govt. of Maharashtra)

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No. Est/Registrar Desk/Recruitment/Matron/752/2026

Date: 18th May, 2026
19 MAY 2026

ADVERTISEMENT FOR THE POST OF RESIDENT MATRON (GIRLS' HOSTELS)

Applications are invited from eligible female candidates for the post of **Resident Matron** at VJTI Girls' Hostels (Block A, B, and E). This position is purely on a **temporary basis** for a period of 11 months extended for period of maximum three years based on performance review after 11 months.

Name of post and position	Responsibilities	Eligibility	Salary (per month)
Matron (Girls Hostel) (No. of Position-01)	<ul style="list-style-type: none">To keep a general watch over students and all their activities including taking daily night rounds.To look after the medical needs of all girls' students including dealing with all types of medical emergencies and arrange for transport to a hospital in a medical emergency.To supervise housekeeping and sanitary staff who belong to girls' hostels and looking after general hostel cleanliness and hygiene.To take instructions and report to the Director, Chief Rector, Rector and Assistant Rectors.	<p>Bachelor's degree in any discipline with computer proficiency in software like MS Office/Excel etc. and must be conversant with internet use.</p> <p>Required to have good command over Marathi, English and Hindi languages</p> <p>Desirable: Having experience in Management of Hostel /any other residential academic organization with excellent administrative capabilities.</p>	Rs.25,000/- to Rs.30,000/-

Interested and eligible candidates are requested to submit their applications along with relevant documents (school leaving certificate, degree certificate, experience certificate, conduct certificate issued by gazetted Officer, detailed resume etc.) should reach the Office of the Director, VJTI, H.R. Mahajani Marg, Matunga East, Mumbai 400019, latest by May 26th, 2026.




Dr. Registrar
Registrar
Matunga, Mumbai - 400019

Application for the Post of Resident Matron at VJTI Girls Hostel

1	Name of the candidate			
2	Date of Birth			
3	Address for correspondence			
4	Mobile No.			
5	Education Qualification:			
	Name of Examination	Name of board/University	Year of passing	Percentage
6	Experience:			
	From	To	Name of Organization	Post held
6	Marital Status (Married/Unmarried)			
7	If selected, details of family members who will be staying in quarters			
	Name of the person	Gender	Age	Relation
8	Computer/Typing Knowledge (List the skills and mention level of proficiency)			
	1. MS Office – (Basic/Intermediate/Advanced):			
	2. Typing – (Basic/Intermediate/Advanced):			
	3. Any other skill:			
9.	Undertaking:			
	I, hereby declare that, information furnished above is true, complete, and correct to best of my knowledge and belief.			
	Signature of Candidate and Date:			