

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE, MUMBAI

Advertisement for Project Staff Positions

Date: 24/08/2026

Applications are invited from eligible candidates for the following temporary project-based positions under the Indian Knowledge Systems Division, Ministry of Education, Government of India funded research project titled **“Raja-Kosa for Cities** sanctioned under the **IKS Interdisciplinary Research Scheme, New Research Projects 2026 under Bhartiya Gyan Samvardhan Yojana**.

Funding Agency: Indian Knowledge Systems Division, Ministry of Education, Government of India

Institution: Veermata Jijabai Technological Institute, Mumbai

Principal Investigator: Prof. Dr. Keshav Kashinath Sangle

Co-Principal Investigator: Dr. Sarita Admune

1. Details of Positions

Sr. No.	Name of Post	No. of Posts	Consolidated Remuneration	Tenure
1	Project Data Associate	01	Rs. 25,000 per month	9 months

The appointment shall be purely temporary, project-based. Continuation shall be subject to satisfactory performance, assigned deliverables, and approval of the competent authority.

2. Post-wise Qualifications and Job Profile

A. Project Data Associate

Essential Qualifications:

Master's degree with minimum 55% marks or equivalent grade in Commerce, Economics, Public Finance, Management, Public Administration, Urban Studies, Statistics, Development Studies, Finance or any closely related discipline. Strong working knowledge of MS Excel and ability to work with budget documents, financial statements, tables and public data sources are essential.

Desirable Qualifications:

Experience in municipal finance, local government accounts, public finance, ULB budgets, Demand-Collection-Balance records, audit reports, secondary data extraction, data cleaning or policy research. Knowledge of Marathi and Hindi shall be useful for working with local municipal documents.

Nature of Duties:

The selected candidate shall assist in preparing ULB source lists, collecting public budget documents and DCB records, maintaining source availability matrix, supporting finalisation of 12 to 20 ULBs, extracting revenue data, maintaining source logs, identifying data gaps, supporting revenue head classification, preliminary crosswalk preparation and cleaned fiscal data files.

3. How to Apply

Eligible candidates shall submit their application in a single PDF file by email to **[Email ID:iksJune2026@gmail.com]** on or before **[Last Date :04/09/2026]**.

The application PDF shall include:

- Covering application mentioning the post applied for
- Updated CV
- Educational qualification certificates and mark sheets
- Experience certificates, if any
- Any relevant writing sample, research work, data work or documentation sample, if available

The subject line of the email shall be:

Application for Project Staff Position – IKS Raja-Kosa Project – [Name of Post]

4. Selection Process

Shortlisted candidates shall be called for interview. The decision of the selection committee shall be final. Mere fulfilment of eligibility criteria shall not guarantee shortlisting or selection.

5. Terms and Conditions

- The appointment is purely temporary and project-based.
- The appointment shall not create any claim for regular appointment at VJTI or any other institution.
- Consolidated remuneration shall be paid only after submission and verification of monthly attendance/work report and assigned deliverables.
- No TA/DA shall be paid for attending the interview.
- The selected candidates shall work under the supervision of the PI and Co-PI and shall follow project documentation, file naming, data quality and confidentiality protocols.
- VJTI reserves the right to fill or not fill the advertised positions, modify the selection process or terminate the engagement as per institute norms and project requirements.
- Canvassing in any form shall lead to disqualification.
- All appointments shall be subject to approval of the competent authority and availability of funds under the sanctioned project salary head.