VJTI MUMBAI
वीरमाता जिजाबाई तंत्रज्ञान संस्था
Veermata Jijabai Technological Institute
(Autonomous Institute of Govt. of Maharashtra)
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Adv. No. Estb/Hostel/Recruitment/4726/2026 **Date:** 23 NOV 2026

ADVERTISEMENT

RECRUITMENT FOR THE POST OF 'HALL MANAGER, RESIDENT MATRON FOR HOSTEL, VJTI, MUMBAI

Application are invited from eligible candidates for the posts of 1) Hall Manager and 2) Resident Matron for Hostel purely on contractual basis for a period of 11 months, extendable for period of maximum 03 years based on performance review after 11 months.

The details are as follows:

Name of the Post	Hall Manager
No. of Positions	8 (Eight)
Eligibility (Qualification & Experience)	1) Qualification: Graduate, Post-Graduate in any stream. 2) Experience: Masters with 2 (Two) years of experience OR Bachelors with 5 (Five) years of experience. 3) Knowledge of General Administration/Accounting/ Material Management/ Stores and Purchases. Proficiency in computer applications such as MS-Office, Excel, Power Point or Equivalent is Must .
Age Criteria	Below 45 years of age.
Duration of Appointment	Initially for a period of 11 months. (Appointment may be extended further based on the performance and requirement for 03 years)
Salary	₹. 45,000/- to ₹. 55,000/- (Consolidated). In cadre of Assistant Registrar.
Leave Entitlements	One Leave per month
Role and Responsibilities for Hall Manager for VJTI Hostel.	▪ Supervise Student Management and Assistance ▪ Monitor Discipline and Security ▪ Maintenance and Infrastructure ▪ Supervise Housekeeping and Sanitation Management, ▪ Safety and Emergency Management, ▪ Maintain Records and Reporting ▪ Manage Student Welfare and Grievance Redressal.

Name of the Post	Resident Matron
No. of Positions	1 (One)
Eligibility (Qualification & Experience)	1) Qualification: Graduate in any stream. 2) Required to have good command over Marathi, English and Hindi languages 3) Knowledge computer applications such as MS-Office, Excel, Power Point or Equivalent is Must.

	4) Desirable: Having experience in Management of Hostel/any other residential academic organization with excellent administrative capabilities.
Age Criteria	Below 40 years of age.
Duration of Appointment	Initially for a period of 11 months. (Appointment may be extended further based on the performance and requirement for maximum 03 years)
Salary	₹. 25,000/- to ₹. 30,000/- (Consolidated) Additional perks: Free bachelors accommodation on campus may be provided.
Leave Entitlements	One Leave per month
Role and Responsibilities of Resident Matron in VJTI Hostel	▪ To monitor students' activities and conduct daily night rounds. ▪ Attend to medical needs and emergencies of girl students and arrange hospital transportation when required. ▪ Supervise housekeeping and sanitation staff and maintain hostel cleanliness and hygiene. ▪ To take instructions and report to the Director, Chief Rector, Rector and Assistant Rectors.

Interested and eligible candidates are requested to submit their applications through email along with all relevant documents (school leaving certificate, degree certificate, experience certificate, detailed resume etc.) to assistantregistrar.establishment@vjti.ac.in on or before 09th December 2026.

General Instructions:

1. The candidates are required to produce original educational certificates and experience certificates at the time of interview.
2. Date of interview and List of Eligible candidate will publish later on VJTI website.
3. No TA/DA shall be paid for attending the Interview.
4. Institute reserves the right to disengage the appointment at any time without assigning any reasons thereof.
5. The engagement is purely temporary in nature, initially for a period of 11 Months. Appointment may be extended further based on the performance and requirement.
6. Candidates must bring all original certificates including self-attested photocopies of the relevant documents indicating age, qualifications, experience etc. and prescribed application form attached with this advertisement at the time of interview.

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE MATUNGA MUMBAI - 19

REGISTRAR

Application Form

Veermata Jijabai Technological Institute (VJTI Mumbai)

Application Form for Hall Manager and Resident Matron

(To be filled in by the candidate and submitted through email)

Post Applied for		Affix self-attested recent colour passport size photo here.

Sr No	Particular	Details
1	Full Name (in BLOCK letters) (as in SSC/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	Category (UR/SC/ST/OBC/NT/VJ/SBC/SEBC/EWS)	
7	Nationality	
8	Gender	
9	Marital Status	
10	Address for correspondence	
	Pin Code	
	Mobile	
	e-mail address	

11. Academic Qualifications from 12th (HSC) onwards:

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

2							
3							
4							
5							

12. 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										

13. Total Experience:

Sr No	Experience	Years	Months
1.	Total Relevant Experience (Without overlapping)		

14. 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.	
8.	
9.	
10.	