Corrigendum

Date: 18th December 2014

Walk in Interview on 29th December 2014 for Contractual Appointment of Technical Staff in office of Dean (I&P), Dean (Academic), Maintenance Section and Exam Section of VJTI

V.J.T.I. (Veermata Jijabai Technological Institute) is a premier education and research institute in the state of Maharashtra. It was established in the year 1887 by visionary industrialists and businessmen and has a glorious history of 125 years of high academic achievements.

The requirements of the posts, their responsibilities, qualification, experience and Maximum Salary are as shown in table below.

Candidate must carry their updated resume, certificates of education and experience with photocopies, latest salary slip and two colored passport size photographs for the interview.

Candidate without the above mentioned documents shall not be allowed to appear for the interview.

These appointments are purely on contractual basis and for the period of only 11 Months.

Interested candidates are requested to appear for walk in Interview on 29th December 2014 at sharp 10 am at the office of “Director VJTI”

Director
VJTI
### Detail of qualification, experience and responsibilities and Maximum Salary

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of Post and positions</th>
<th>Responsibilities</th>
<th>Eligibility</th>
<th>Maximum Salary in Rs</th>
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<tr>
<td>1</td>
<td>Senior Civil Engineer (No of Position:-1)</td>
<td>• Shall be responsible for coordination, planning and executing of girl’s hostel projects with the help of various agencies in time manner.</td>
<td>M.E/M.Tech (Construction Management) with 1to 2 year experience OR B.E / B.Tech (Civil/Construction) with 2 to 4 year experience in constructing of residential and Commercial R.C.C Buildings.</td>
<td>30,000/-</td>
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<td>2</td>
<td>Civil Engineer (No of Position:-2)</td>
<td>• Shall be responsible for site supervision, measurements, estimation and checking of quantities of various civil and structural works, quality of civil and structural works, Preparation of tender documents and BoQ.</td>
<td>Diploma Civil Engineering with 5 year experience or B.E /B.Tech (Civil/Construction) with minimum 2 years experience in Constructing of residential and commercial R.C.C Buildings.</td>
<td>25,000/-</td>
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<td>3</td>
<td>Accountant (No of Position:-1)</td>
<td>• Shall be responsible for Preparation of Bills of civil works, tenders, comparative statements, journal and ledger entries, vouchers, work order to contactor, contact documents etc. • To keep all records of office of Dean (I&amp;P) and Maintenance section. • Work assign faculty In-Charge Maintenance and Dean (I&amp;P)</td>
<td>B.Com with first class. Basic Knowledge of computer, Maharashtra State Certificate in Information Technology (MS-CIT) with minimum 75% marks and Tally 9.0 from with minimum ‘A’ Grade. Knowledge of Marathi and English language. Minimum Experience of 2 years related to accounting and office work from any Government/Aided/Autonomous Institute.</td>
<td>20,000/-</td>
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<td>4</td>
<td>Electrician (No of Position:-2)</td>
<td>• Handling Single or Three phase electrical Connections • Preparation and Repairs of Fan/ Motors/ switch boards • Preparing requisitions for stores for Electrical Material purchase • Work assign by maintenance supervisor / Engineer/ In charge Faculty</td>
<td>ITI or Equivalent course in electrical maintenance with 1 to 2 year experience. Or License holder from any Recognized Authority Equivalent Job experience in Industrial / Maintenance of Electrical wiring (Single/Three Phase) not less than 4 years</td>
<td>18,000/-</td>
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<tr>
<td>No</td>
<td>Position</td>
<td>Duties</td>
<td>Education/Experience</td>
<td>Salary</td>
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| 5  | Assistant To Electrician (No of Position:-1) |  • To do the necessary minor electrical work as instructed by electrician.  
   • To help the electrician to carrying Ladder to the worksite  
   • Work assign by maintenance supervisor / Engineer/ In charge Faculty | 8th to 10th Pass , basic knowledge of electrical maintenance work and tools | 10,000/- |
| 6  | Carpenter (No of Position:-1) |  • Knowledge Basic Tool and wooden work  
   • New or Old wooden / plywood work and its repairs  
   • Repairing and Fixing of new / old accessories for Doors and windows (wooden / steel/aluminum)  
   • Preparation and Repairs of wooden benches, chairs, tables, truss members  
   • Preparing requisitions for stores for wooden Material purchase.  
   • Work assign by maintenance supervisor / Engineer/ In charge Faculty | ITI or Equivalent course in Carpentry work with 1 to 2 year experience  
Or  
License holder from any Recognized Authority with 1 to 2 year experience  
Or  
Equivalent Industrial / Maintenance carpentry work, job experience not less than 3 years | 18,000/- |
| 7  | Assistant To Carpenter (No of Position:-1) |  • Knowledge Basic Tool and wooden work  
   • Carrying Ladder to the worksite  
   • Necessary work as instructed by Carpenter  
   • Work assign by maintenance supervisor / Engineer/ In charge Faculty | 8th to 10th Pass , basic knowledge of Carpentry work and tools | 10,000/- |
| 8  | Plumber (No of Position:-1) |  • Knowledge Basic Tool and Plumbing work  
   • New or Old Plumbing work ( open / concealed) repairs  
   • Handling water supply / sewage supply Connections, W.C pot fixing and repairing if any.  
   • New / Repairs of Tabs, valves, threading to pipes,  
   • ITI or Equivalent course in plumbing work with 1 to 2 year experience  
Or  
License holder from any Recognized Authority with 1 to 2 year experience  
Or | 18,000/- |
<table>
<thead>
<tr>
<th>Position</th>
<th>Role</th>
<th>Requirements</th>
<th>Qualification</th>
<th>Salary</th>
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<tr>
<td>9</td>
<td>Assistant To Plumber</td>
<td>Knowledge Basic Tool and Plumbing work, Carrying Ladder to the worksite, Helping plumber for Threading to pipes / tabs etc, Helping plumber for water supply / sewage supply Connections, W.C pot fixing and repairing if any, Helping for New / Repairs of Tabs, valves, threading to pipes, water leakages etc, Necessary work as instructed by Plumber, Work assign by maintenance supervisor / Engineer/ In charge Faculty</td>
<td>8th to 10th Pass, basic knowledge of Plumbing work and tools</td>
<td>10,000/-</td>
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<td>10</td>
<td>Exam Assistant</td>
<td>Preparation of Examination Instance and allocation of students for Exam, Preparation of Marksheets, result &amp; Gazetted Manually and on Exam Software, Entering previous Data and update data in software, Processing Roll over, Relative grading &amp; Grade sheet Calculation for Regular Exam, Processing &amp; giving various Reports on Exam Software for UG &amp; PG, Prepare &amp; Printing result on Exam Software, Prepare Statement of Performance Report for University Convocation, Primarily handling all the Back Office Work and</td>
<td>The candidate should be min H.S.C. pass with experience of min three years in examination related works and conversent with use of examination software’s and data entry works</td>
<td>12,000/-</td>
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<td>No</td>
<td>Position</td>
<td>Responsibilities</td>
<td>Qualifications</td>
<td>Salary</td>
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| 11 | Technical Assistant (No of Position:-1) | • Working on Shiksha Cloud software platform for full range of academic activities  
• Student feedback on Shiksha cloud  
• Keeping track of student attendance on Shiksha cloud  
• Independent Back office operations including secretarial assistance for Office of Dean (AP)  
• Coordination of QIP activities along with Dean (AP) and QIP coordinator  
• Working on AICTE and DTE Maharashtra data portal  
• Any work assigned by Director, Dean (AP), QIP coordinator | Minimum B.Sc. / BCA / BCSc or equivalent in second class with certificate course in IT or first class Diploma / B.E. / B.Tech in Engineering with proper competency in use of Microsoft Excel. Good command over English language. | 20,000/- |
| 12 | Senior Electrical Supervisor | • To Attend the faults in BEST electrical lines,  
• Getting Approval from BEST / BMC related to electrical work,  
• preparation of Estimate / Tender documents of Electrical works and  
• Attending the emergency electrical works in absence of electrician.  
• Work assign by maintenance supervisor / Engineer/ In charge Faculty / Dean (IP) | ITI or Equivalent course in electrical maintenance with 10 to 15 year experience.  
Or  
License holder from any Govt. Recognized Authority and  
Equivalent Job experience in Industrial / Maintenance of Electrical wiring (Single/Three Phase) not less than 10 years, Should able to prepare Estimate / Tender document for Electrical works etc | Rs 20,000/- |