

**VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
MATUNGA, MUMBAI-400 019**

Recruitment of Faculty vide Advertisement dated June 09, 2009 and 30 July 2010

Instructions to the candidates

- Dates of interview are tentative; any change in the schedule will be displayed on the website. Candidates are requested to see the website for the same regularly.
- Interview call letters are posted and mailed (if mail-id available) to the above mentioned eligible candidates. However, if some one does not receive the call letter due to postal delay such candidates can attend the interview on specified dates as per schedule.
- Candidate must bring all documents attached to the application in original for verification at the time of interview (including details of last salary drawn) to substantiate claims made by you regarding qualifications and experience and category.
- Candidates should also bring following relevant documents in original where ever required such as;
 - No objection certificate from present employer, if the application is not routed through proper channel.
 - Caste Validity certificate
 - Latest non-creamy layer certificate
 - Equivalence certificate for the Degree
- Candidates who did not attach DD towards processing fees along with application are required to bring the DD of requisite amount (Rs 500/- for Open Category and Rs. 300/- for reserved category candidates) in favour of **Director VJTI** payable at Mumbai on any nationalized bank on the day of Seminar presentation.
- Candidates are requested to report to the Head of the concerned department on the day of the seminar presentation at 10.00 am. They are required to make a presentation on a topic of their choice for fifteen minutes. Department will provide OHP / LCD facility for presentation.
- Candidate will have to present themselves for an interview before Selection Committee at specified time on the day of the Interview as per schedule, in the office of the Director, VJTI.
- Request for the change of interview date will not be entertained.
- A typical call letter is also attached for the information of candidates.
- How to reach VJTI
If you are traveling by central railway, please get down at Dadar. If you are traveling by western railway, please get down at Borivali, Andheri or Bombay Central depending on the train by which you are traveling. You can take local train to reach Dadar.

From Dadar (E) hire a taxi to VJTI. The taxi charges will be Approximately Rs. 25 from Dadar to VJTI.

**Any changes pertaining to the schedule of interview will be
indicated on the Institute website only.**

Sample call Letter

Telegram : "VIJETINST", Matunga, Mumbai 19
Website : www.vjti.ac.in
Email : director@vjti.ac.in

Telephones 24146972 – 76 / 24198102
Telefax [91 – 22] 24152874

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE [VJTI]
[Central Technological Institute, Maharashtra State]
MATUNGA, MUMBAI 400 019

No. EST/1/ /07

Date:

To,

This has reference to your application for the post of ----- in -----
----- Department of this Institute. You are requested to report to the Head of the
concerned department on ----- at 10.00 am. You are also required to make a
presentation on a topic of your choice for fifteen minutes. You can make use of OHP /
LCD for presentation.

You will have to present yourself for an interview before Selection Committee
on ----- at ----- am in the office of the Director, VJTI.

Please note that any expenses incidental to this call for interview will have to
be borne by you.

Administrative Officer