

VEERMATA JIJABAI TECHNOLOGICAL INSTITUTE
Matunga, Mumbai - 400019
CONSTRUCTION AND MAINTENANCE CELL

Date: 10th November 2023

Advertisement for Walk in Interviews for Appointment of Civil Engineers, Electrical Engineer, Public Health Officer, Clerk, Plumbers, Electricians, Carpenters, and Helpers in Maintenance Section & Hostel Office, VJTI

Veermata Jijabai Technological Institute (VJTI), Mumbai is a premier and one of the oldest engineering institutes in India. Established in 1887, it is an autonomous institute of Government of Maharashtra and is affiliated to Mumbai University situated over 16 Acre of land in Matunga (East), Mumbai.

Applications are invited from passionate, result oriented Civil Engineers, Electrical Engineer, Public Health Officer, Clerk, Plumbers, Electricians, Carpenters and Helpers to develop and maintain the Infrastructure of VJTI. The requirements of the posts, their responsibilities, qualification, experience, age limit and maximum Salary are as shown in attached table.

Candidates must carry their updated resume, certificates of education and experience with photocopies and two-colored passport size photographs for the interview. Candidates without the above-mentioned documents and original certificates shall not be allowed to appear for the interview. Written tests will be conducted for the post of Civil Engineer (Sr. no. 2), Electrical Engineer (Sr. no. 3) & Public Health Officer (Sr. no. 4). Practical Test will be conducted for the posts of Accounts Clerk cum Typist ((Sr. no. 5), Plumber (Sr. no. 6), Electrician (Sr. no. 7), Carpenter (Sr. no. 8), & Helper (Sr. No. 9, 10 & 11).

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

Interested candidates are requested to present and appear for walk-in-Interview as per schedule given below at sharp 10.00 am at "Board Room, Main Building, VJTI".

Sr.No.	Date of Interview	Post applied for	Reporting Time
1)	Friday, 24 th November 2023	1) Senior Civil Engineer (Executive Engineer Level) - 01 post 2) Civil Engineer -5 posts 3) Electrical Engineer - 1 post 4) Public Health Officer - 1 post	10.00 am
2)	Saturday, 25 th November 2023	1) Accounts Clerk-Cum-Typist - 1 post 2) Plumber - 2 posts 3) Electrician - 2 posts 4) Carpenter - 2 posts 5) Assistant to Plumber, Electrician and Carpenter - 2 posts (each)	10.00 am



Director

**VJTI, Matunga
Mumbai -400019**

Eligibility Criteria and Duties & Responsibilities for Various Posts

No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
1	<p>Senior Civil Engineer (Executive Engineer Level) (No of positions: 01)</p> <p>Age Limit: 65yrs</p>	<p>Shall be responsible for liaising with statutory bodies/ offices related to Infrastructure and development work.</p> <p>The authorities of the Institute shall assign duties from time to time.</p> <p>Shall be responsible for Coordination, planning and executing of new Original works in timely manner.</p> <p>Review engineering drawings, layouts, cost estimates, etc.</p> <p>Coordinating with the Clients / Architects / Vendors to understand/ resolve any quires related to drawings or site of works.</p> <p>Shall be responsible for site supervision, measurements, estimation and checking of quantities and qualities of various civil and structural works.</p> <p>Preparation of tender documents and BOQ, writing measurements in measurement book and preparation of bills.</p> <p>Shall be responsible for MAHA-e-Tender and GEM process.</p> <p>Any other work assigned by Dean I & M Associate Deans/Faculty In-charge/VJTI authorities.</p>	<p>B.E/B.Tech. (Civil Engineering) with minimum 15 years' experience in preparation of planning estimation and tendering, execution and billing for construction of new Buildings and repairs to old structures as well execution of repair/renovation work and original works. Candidates should have handled the projects worth (cumulative) minimum Rs. 100 crores over the last 10 years.</p> <p>Preference will be given to the candidate:</p> <p>i. Having experience in handling Institutional projects viz Government/Universities etc. as per the PWD norms of functioning.</p> <p>ii Having experience as a project manager and having executed at least one civil infrastructure project of value more than Rs. 25 crores.</p> <p>Retired Engineers (Executive Engineer or above level) from Govt. Organizations or Public Sector Companies or Corporations, can also apply</p>	<p>Rs. 1,00,000/- Consolidated (Maximum)</p>



No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
2	Civil Engineer (No of Positions: 05) Age Limit: 45 yrs	Shall be responsible for Coordination, planning and executing of Institute and Hostel building projects with the help of various agencies in timely manner. Shall be responsible for site supervision, measurements, estimation and checking of quantities and qualities of various civil, repair, renovation, refurbishment works. Preparation of tender documents and BOQ, uploading tender on GEM/MAHA-e-TENDER, writing measurements in measurement book and preparation of bills. Any other work assigned by Dean I & M/ Associate Deans/Faculty In-charge/VJTI authorities.	Degree in Civil Engineering with a minimum of 3 years' experience in the industry. Preference will be given to: <ol style="list-style-type: none"> 1. Candidate having experience in tendering process with GEM/MAHA-e-TENDER. 2. Candidate having experience in executing repair/rehabilitation/strengthening works and maintenance of buildings. 3. Candidate having experience in liaising with Statutory bodies (PWD/BMC/MMRDA etc.) 	Rs. 40,000/- consolidated (Maximum)
3	Electrical Engineer (No of positions: 01) Age Limit: 45 yrs	Shall be responsible for Coordination, planning and executing of Institute and Hostel project with the help of various agencies in timely manner. Shall be responsible for site supervision, measurements, estimation and checking of quantities and qualities of various Electrical works. Preparation of tender documents and BOQ, uploading tender on GEM/MAHA-e-TENDER, writing measurements in measurement book and preparation of bills. Any other work assigned by Dean I & M/ Associate Deans/Faculty In-charge/VJTI authorities.	Degree in Electrical Engineering with a minimum of 3 years' experience in the industry. Preference will be given to: <ol style="list-style-type: none"> 1. Candidate having experience in tendering process with GEM/MAHA-e-TENDER. 2. Candidate having experience in executing electrical works (single Phase and 3 Phase) in buildings and Civil infrastructure. 3. Candidate having experience in liaising with Statutory bodies (PWD/BMC/MMRDA etc.) 	Rs. 40,000/- consolidated (Maximum)

No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
4	<p>Public Health Officer (No of Position: 01)</p> <p>Age Limit: 45 yrs</p>	<p>Inspect all infrastructural facilities (classrooms, laboratories, Offices, toilets, etc.), & open spaces, Hostels, Staff quarters, Director, and Rector Bungalow. Terraces, roofs, UG & OH water tanks, drainage & sewerage system, etc., after being cleaned by housekeeping staff to ensure proper cleanliness and hygiene.</p> <p>Inspect external footpath and flowerbeds along the periphery of the campus and ensure upkeep and cleanliness.</p> <p>Proper and timely disposal of all types of waste/garbage. Pest Control, Rodent control and fogging of campus at regular intervals.</p> <p>Inspection of trees/shrubs within the campus and ensuring timely pruning of the trees and shrubs.</p> <p>Liaising with BMC and other local bodies for solid waste disposal, pruning/cutting of trees, pest control, waste disposal etc.</p> <p>Act as a liaison to coordinate the efforts of Housekeeping staff, Maintenance Section, Hostel Office & Director Office.</p> <p>To follow all safety and security policies and procedures; reporting of cleanliness issues, safety hazards, accidents, or injuries to higher authorities.</p> <p>Work assigned by Dean I & M/Associate Deans/Faculty In-charge / Engineer/ Faculty In-charge / VJTI authorities.</p>	<p>Degree in any discipline with a minimum of 5 years' experience in the relevant area in Govt./Public Sector/Pvt. Sector/ Industry/Institute.</p> <p>and</p> <p>Sanitary Inspectors' Diploma Course or Sanitary Health Inspector Diploma Course or Equivalent from recognized University/Institute.</p>	<p>Rs.50,000/- (Maximum) consolidated</p>

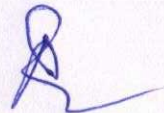


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No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
5	Accounts Clerk cum Typist (No of Position: 01) Age Limit: 45 yrs	Typing & assisting in office work. Shall be responsible handling accounts of Hostel and Mess. Shall be responsible for coordinating with Institute Accounts and Maintenance section. Work assigned by Chief Rector/Rectors/Asst. Rectors/ VJTI authorities.	Bachelor's degree in any discipline with a minimum of 2 years' experience in office work. Level 1 Tally course certificate. Knowledge of Accounting is a must. English typing certificate 40 words per minute. Must have knowledge of Marathi computer typing, MS Word, MS Excel. Should be proficient in computer operations.	Rs.20,000/- (Maximum) consolidated
6	Plumber (No of positions: 02) Age Limit: 45 yrs	To attend all types of plumbing related new plumbing work and complaints including repairs, replacement plumbing pipelines, fixtures and allied work etc. To attend complaints of water cooler, water purifiers and water pumps. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or PWD license holder in plumbing work with minimum 1 yr. experience. OR Equivalent Industrial / Maintenance plumbing work experience of not less than 3 years (experience certificate from an agency wherein the candidate was/is employed is must).	Rs. 17,000/- to Rs. 20,000/- (Maximum) consolidated
7	Electrician (No of Position: 02) Age Limit: 45 yrs	To handle Single or Three phase electrical wiring and Connections. To repairs of Fan/ Motors/ switch boards. To Prepare requisitions for stores for Electrical Material purchase. To attend all type of electrical complaints. To replace electrical cables, MCB, RCCB etc. To repairs water pumps, wiring, etc. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or PWD license holder in electrical maintenance with minimum 1 yr. experience.	Rs. 17,000/- to Rs. 20,000/- (Maximum) consolidated



No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
8	Carpenter (No of Position: 02) Age Limit: 45 yrs	Knowledge Basic Tool and wooden work New or Old wooden/plywood work and its repairs Repairing and Fixing of new / old Doors and windows (wooden / steel/ aluminum) Preparation and Repairs of wooden benches, chairs, tables, beams/rafters, etc. Preparing requisitions for stores for wooden Material purchase. Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	ITI or Equivalent course in Carpentry work with minimum 1 yr. experience. Or License holder from any Recognized Authority with minimum 1 yr. experience. Or Equivalent Industrial / Maintenance carpentry work experience of not less than 3 years (experience certificate from an agency wherein the candidate was/is employed is must).	Rs. 17,000/- to Rs. 20,000/- (Maximum) consolidated
9	Assistant to Electrician (No of Position: 02) Age Limit: 45 yrs	To carry out the necessary minor electrical work as instructed by electrician. To help the electrician to carrying Ladder to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 th Pass with Vocational subjects, basic knowledge of electrical maintenance work and tools. Preference will be given to candidates with ITI course or experience in electrical work.	Rs. 13,000/- to Rs.15,000/- (Maximum) consolidated
10	Assistant to Plumber (No of Position: 02) Age Limit: 45 yrs	To carry out the necessary minor Plumbing work as instructed by electrician. To help the plumber to carrying Ladder to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 th Pass with Vocational subjects, basic knowledge of Plumbing maintenance work and tools. Preference will be given to candidates with ITI course or experience in plumbing works.	Rs. 13,000/- to Rs.15,000/- (Maximum) consolidated



No.	Name of Post and positions	Duties and Responsibilities	Eligibility	Salary per month
1	Assistant to Carpenter (No of Position: 02) Age Limit: 45 yrs	To carry out the necessary minor Carpentry work as instructed by Carpenter. To help the Carpenter to carrying Ladder/Tool to the worksite Work assigned by Dean I & M/Associate Deans/Faculty In-charge /Maintenance Supervisor / Engineer/ Faculty In-charge / VJTI authorities.	10 th Pass with Vocational subjects, basic knowledge of Carpentry maintenance work and tools Preference will be given to candidates with ITI course or experience in carpentry works.	Rs. 13,000/- to Rs.15,000/- (Maximum) consolidated

