



Adv. No. Dir./Registrar Desk/Recruitment/ARSptdt/4878/2026

Date: 02 January 2026

**Advertisement for the posts of Assistant Registrar, Jr. Superintendent and Sr. Superintendent**

Applications are invited for the following positions in the Institute, purely on temporary basis for a period of 11 months. Interested candidates can submit the application form by e-mail in the prescribed format along with the self-attested scanned copies of the of necessary documents to [assistantregistrar.establishment@vjti.ac.in](mailto:assistantregistrar.establishment@vjti.ac.in) **on or before 15<sup>th</sup> January 2026, 5.30 pm.**

Reservation Policies will be applicable as per government norms.

Kindly visit Institute website for further announcements.

**Details are as follows:**

Sr. No.	Name of the Post	No. of Post	Qualification and Experience	Remuneration (Consolidated) Pay per Month
1.	Assistant Registrar	06	<p><b><u>Establishment and Administration</u></b></p> <p>(i) Master's degree in any discipline from a recognized University.</p> <p>(ii) Minimum 05 years of experience of administrative practices, human resource management, statutory functions and establishment related work, knowledge of MCSR etc.</p> <p>(iii) Work Experience at renowned HEI's will be preferred.</p> <p><b><u>Accounts and Finance</u></b></p> <p>(i) Chartered Accountant (C.A) with minimum 02 Years of Experience in Managing Accounts, Audit and Taxation of large Trusts / HEI's. Also, Knowledge of General Financial Rules (GFR), Procedures of the Income Tax, GST, Government Establishments and adequate experience in dealing with Accounts, Audit, Budget, Taxation and Financial matters.</p> <p><b><u>Stores and Purchase</u></b></p> <p>(i) Master's degree with MBA or M.Com from a recognized University/ Institute.</p> <p>(ii) Minimum 05 Years of Experience in Stores and Purchase related matters, active knowledge of handling GeM, MahaTender, knowledge of E-Tendering and General Financial Rules (GFR).</p> <p>(ii) Work Experience at renowned HEI's will be preferred.</p> <p><b><u>Training and Placement</u></b></p> <p>(i) Master's degree with MBA from a recognized University/ Institute.</p> <p>(ii) Minimum 05 Years of Experience of Training and Placement activities at renowned Higher Education Institutes (HEI's).</p>	<p>Maximum of Rs. 45,000/- To Rs. 55,000/-</p> <p>(Higher starting salary may be considered for exceptionally qualified and experienced candidates.)</p>

			<b><u>Research and Development</u></b> (i) Master's degree in any discipline from a recognized University. (ii) Minimum 05 years of experience of Research and Development related affairs.	
2.	Senior Superintendent	06	<b><u>Establishment</u></b> (i) Master's degree in any discipline from a recognized University. (ii) Minimum 03 years of experience of administrative practices, human resource management, statutory functions and establishment related work, knowledge of MCSR etc. (iii) Work Experience at renowned HEI's will be preferred.  <b><u>Accounts and Finance</u></b> (i) Master's degree with MBA or M.Com from a recognized University/ Institute. (ii) Minimum 03 Years of Experience and Knowledge of General Financial Rules (GFR), Procedures of the Income Tax, GST, Government Establishments and adequate experience in dealing with Accounts, Audit, Budget, Taxation and Financial matters.  <b><u>Stores and Purchase</u></b> (i) Master's degree with MBA or M.Com from a recognized University/ Institute. (ii) Minimum 03 Years of Experience in Stores and Purchase related matters, active knowledge of handling GeM, MahaTender, knowledge of E-Tendering and General Financial Rules (GFR). (ii) Work Experience at renowned HEI's will be preferred.  <b><u>Training and Placement</u></b> (i) Master's degree with MBA from a recognized Institute. (ii) Minimum 03 Years of Experience of Training and Placement activities at renowned Higher Education Institutes (HEI's).	Maximum of Rs. 30,000/- To Rs. 35,000/-  (Higher starting salary may be considered for exceptionally qualified and experienced candidates.)
3.	Junior Superintendent	06	<b><u>Establishment</u></b> (i) Master's degree in any discipline from a recognized University. (ii) Desirable Experience: 0-1 year of experience of administrative practices, human resource management, statutory functions and establishment related work, knowledge of MCSR etc. (iii) Work Experience at renowned HEI's will be preferred.  <b><u>Accounts and Finance</u></b> (i) Master's degree with MBA or M.Com from a recognized University/ Institute. ((ii) Desirable Experience: 0-1 year of Experience and Knowledge of General Financial Rules (GFR), Procedures of the Income Tax, GST, Government Establishments and adequate experience in dealing with Accounts, Audit, Budget, Taxation and Financial matters.  <b><u>Stores and Purchase</u></b> (i) Master's degree with MBA or M.Com from a recognized University/ Institute.	Maximum of Rs. 25,000/- To Rs. 30,000/-  (Higher starting salary may be considered for exceptionally qualified and experienced candidates.)

			<p>(ii) Desirable Experience: 0-1 year of experience in Stores and Purchase related matters, active knowledge of handling GeM, MahaTender, knowledge of E-Tendering and General Financial Rules (GFR).</p> <p>(ii) Work Experience at renowned HEI's will be preferred.</p> <p><b><u>Training and Placement</u></b></p> <p>(i) Master's degree with MBA from a recognized Institute.</p> <p>(ii) Desirable Experience: 0-1 year of experience of Training and Placement activities at renowned Higher Education Institute (HEI's).</p>	
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**Sd/-**

**Dr. K. K. Sangle**

**Registrar**

### APPLICATION FORM

1	Post Applied for	:	
2	Name of the Applicant	:	
3	Father's Name	:	
4	Date of Birth (dd/mm/yyyy)	:	
5	Category	:	
6	Address for Correspondence	:	
7	Mobile No.:		E-Mail ID:

8	<b>Educational Qualifications</b>						
	Sr. No.	Qualification (Highest to Lowest)	Specialization	Name of the University/ Institute	Year of Passing	% of Marks/ CGPA	Class/ Division
	(i)						
	(ii)						
	(iii)						
	(iv)						

9	<b>Industry Experience/ Experience in the Domain</b>					
	Sr. No.	Post held	Name of the Organisation	From	To	Total Months
	1.					
	2.					
	3.					
	4.					

#### DECLARATION/ UNDERTAKING

*I hereby declare that all information furnished in this application form is true, complete and correct to the best of my knowledge and belief. I understand that my services will be terminated immediately if it is found that false information is given by me or in case of any misconduct. I also understand that the Adhoc Faculty/ Junior Engineer post, for which I am applying, is of tenure as specified in the advertisement and I shall have no claims thereafter for extension of the tenure.*

Date:

Place:

Signature of the Candidate