

*Engineered for Tomorrow*

Candidates interested in becoming a part of the MVJCE family would need to follow/ understand the process as highlighted below

- Check for job openings in the website
- Identify fit to a particular role/ cadre
- Fill in the job application form
- Submit job application form to the Human Resource function at the college or email the job application form to [careers@mvjce.edu.in](mailto:careers@mvjce.edu.in)
- Prepare all original documents to be produced during the interview process

*Note: Kindly reflect authentic data in the application form. Any discrepancies identified during the recruitment process will lead to immediate rejection*

On receipt of the applications, Human resources will

- Shortlist the application based on requirement and eligibility criteria
- Call prospective candidates for initial verification and HR interview
- During HR interview, the details in the application shall be verified with all original documents (e.g. marks card, employment proof and history, authenticity of publications and any other achievements indicated in the application)
- Candidates who clear the HR interview and verification shall be put forth for technical interview with Technical Expert Committee on the same day or on a future day as indicated by the HR personnel

Technical Expert Committee Interview

- The technical expert committee shall test the candidate on
  - Teaching ability
  - Subject knowledge

- Aptitude
- Research skills
- People Management
- Any other parameters required for the role
- Candidates are required to prepare on a topic of their choice for the test, however the committee may test the candidate on a topic decided during the interview
- Candidates shortlisted by the Technical Expert Committee shall be put forth to the final interview with HR and Management to discuss on
  - Roles and Responsibilities
  - Terms of Employment
- On mutual agreement of offer by the Management and Candidate, the HR function will give the necessary employment documents on the same day or on a future day as agreed by the Management.