



National Institute of Industrial Engineering (NITIE) Mumbai
(Ministry of Education, Govt. of India)
Vihar Lake, P.o NITIE, Mumbai 400087

ADVERTISEMENT FOR NON-TEACHING STAFF RECRUITMENT

Advertisement No: NITIE/2022/Admn/4

Date: 01.06.2022

Last date for receiving the online application: 21.06.2022

NITIE Mumbai invites applications from the prospective and eligible candidates for the following posts on direct recruitment basis:

Sl. No	Name of the post (s)	Age Limit	No. of Vacancies (Direct recruitment basis)						Pay-Level (as per 7th CPC)
			SC	ST	OBC	EWS	UR	TOTAL	
1.	Deputy Registrar (Group A)	45	-	-	-	-	02	02	Level 12 (78800 - 209200)
2.	Accounts Officer (Group B)	35	-	-	-	-	01	01	Level 8 (47600 - 151100)

Note: Reservation and relaxation in age limit as per GoI norms.

The essential qualifications and experience for the above post(s), as per serial number are as under:

1.	Post: Deputy Registrar (02 Posts - UR) Category of post: Group-A	
	Essential Qualification & Experience:	Masters' degree or its equivalent in any discipline from a recognized University / Institute with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale. Experience: At least 9 years' experience as Assistant Professor in the AGP of `6600/- and above with experience in educational administration OR Comparable experience in research establishment and/or other institutions of higher education. OR 5 years of administrative experience as Assistant Registrar or equivalent (in a post in Level 10 (56100-177500) and above).
	Desirable	1) Qualification in area of Management / Engineering / Law / Chartered or Cost Accounting. 2) Experience in handling computerized administration / legal / financial / establishment matters. 3) A Degree in Law / Management / Engineering
2.	Post: Accounts Officer (01 post) * (UR) Category of post: Group-B	
	Essential Qualification & Experience:	1. Bachelor's Degree in Commerce. with relevant higher qualifications like Commerce / Finance or ICWA qualifications will be given preference. 2. Minimum 5 to 7 years of experience in accounting, auditing, stock and works accounts in Industry/Govt. Institute/Central PSU/ out which 3 years of relevant experience in the Pay Level 7/6 (VII CPC) corresponding to PB 2 with Grade Pay of Rs.4600/4200 (VI CPC) in any Industry/Central PSU/Central govt. funded Institute etc.
	Desirable	1. Exposure of working in the computerized administration system. 2. Experience in handling Administration & Establishment/ Research & Development / Finance & Accounts/ Store & Purchase matters of CFTIs/ Institute of National Importance.

General Information:

1. All applicants must fulfil the minimum essential requirements of the post as stipulated in the advertisement. The candidates are advised to satisfy themselves before applying that they possess at least the minimum essential qualifications/experience laid down for the post.
2. Allowances are admissible as per Central Government Rules and Gratuity, NPS, LTC, Leave, etc. as per the rules of the Institute.
3. Candidates desirous to apply for more than one post should apply for each post separately along with payment of application fee for each post.
4. **How to apply:** Candidates possessing the requisite qualification and experience may apply online only (<https://www.nitie.ac.in/careers>). **The online application portal will be opened at 10.00 a.m. on 01.06.2022 for filing online applications and the last date for closing the online application interface is 21.06.2022 at 5.30 p.m. Last date to receive hardcopy by speed post is 25.06.2022.**
5. The candidates shall upload all the relevant documents in the application portal as detailed below. The proof of fee payment has to be uploaded separately.
 - a. Educational qualifications Certificates in chronological order ie., SSC/10th, Intermediate /12th, Diploma, UG Degree, PG, PhD, All the years Marks lists of the minimum educational qualification prescribed for the post applied.
 - b. Certificate of Date of Birth (issued by Municipality etc. or Matriculation/High School/SSC certificate where date of birth is mentioned).
 - c. Category certificate (SC/ST/OBC/PwD).
 - d. Certificates of experiences in the relevant field, which makes the candidate eligible for applying for the said post if required (from the present employment to first employment).
 - e. NOC from current employer if applicable.
 - f. Proof of fee payment (Acknowledgement received from bank).
6. The online applications without uploading the above certificates (PDF) will be treated as incomplete ones and such applications will not be considered for further process.
7. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualification and experience (if any) laid down in the advertisement. The candidate should ensure that they have requisite qualification from recognized Board /University /Institute.
8. Degree should have been awarded by recognized University /Institute.
9. Eligibility of a candidate for the post applied shall be considered as on the last date of receipt of application i.e., 21.06.2022.
10. Fee payable for Group A posts Rs. 500/- and Group B posts is Rs. 200/-. The mode of fee payment is available at application portal. Application fee (non-refundable) should be paid through online mode. Payments of fee from any other mode shall not be entertained. No fee will be charged from female candidates and for Internal Candidate.
11. Persons employed in Government/Semi Government Organizations/Autonomous Bodies should process their application through proper channel and submit NOC with vigilance clearance. Those who are unable to process their application through proper channel may submit 'No Objection Certificate (NOC)' mentioning clearly regarding vigilance clearance from their present employer during the time of interview.

However, they should submit an undertaking with their application that the NOC would be submitted at the time of interview. Direct application from such candidates without undertaking will not be entertained.

12. The online applications received in response to this advertisement shall be scrutinized as per the eligibility criteria detailed in the advertisement. The Scrutiny/Short listed Committee may formulate additional criteria for short listing, based on academic performance and/or years of experience and/or through trade based test/examination of the applicants with the approval of the competent authority of the Institute. Only shortlisted candidates will be called for selection process.
13. The institute reserves the right to fill the post initially on contract which may be considered for regularisation after review of the performance as per the Institute policy.
14. For Group-B categories of posts, the applicants shall be required to pass a test of proficiency in the relevant discipline. Final selection will be made on the basis of written test subject to qualifying test of proficiency. The Selection on other posts shall be made through a written test and/or Interview of eligible short-listed candidates.
15. Merely fulfilling the eligibility criteria does not entitle a candidate to be called for written test/interview. In case the number of applications received is large, Institute reserves the right to raise the minimum eligibility level in order to restrict the number of candidates to be called for interview, commensurate with the number of vacancies. The decision of NITIE Mumbai in this regard shall be final.
16. The appointment of the selected candidates is subject to being found medically fit as per the requirement of the Institute.
17. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action maybe initiated against such candidates/employees.
18. The Institute reserves the right to: (a) not to fill any of the advertised positions (b) fill consequential vacancies arising at the time of selection from available candidates and/or empanel the candidates, of found suitable, as per institute policy (c) to fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview. The number of positions is thus open to change.
19. The certificates of work experience should be in proper format i.e. it should be on the organization's letterhead, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp.
20. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
21. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview/ written/ skills test and reasons for not being called for interview/ written/ skills test.
22. Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any discrepancy in the contact details provided in the application form.
23. All information/corrigendum related to this advertisement or any subsequent amendments/modifications etc., on this matter will be notified in the Institute website (www.nitie.ac.in) only which may be referred to by the interested candidates regularly. Issuance of amendments/modifications in the newspaper is not obligatory on the part to the institute.

24. Online application without photograph and necessary certificates in support of age, educational qualifications and experience etc. shall not be entertained and be summarily rejected.
25. In case of any inadvertent mistake in the process of selection which is detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/cancel the appointment and withdraw any communication made to the candidates.
26. Decision of the Institute in all matters relating to the eligibility of the candidate, skill/written test and selection shall be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
27. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
28. No travelling allowance (TA) shall be paid to the candidates for attending the trade test/written test/ proficiency/ interview.
29. All the correspondence (call letter for test, interview etc.) will be made through Email only. Therefore, all the candidates are advised to provide correct Email address and regularly check their Emails and institute website for any updates.
30. Canvassing in any form will be a disqualification.
31. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
32. Records of the Non-Selected Candidates shall not be preserved beyond six (6) months from the date of formation of select list.
33. The Institute shall verify the antecedents or documents submitted by candidates at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidate are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service/engagement at the Institute shall be terminated
34. For any query related to submission of online application, you may send email on: nitierecruit@nitie.ac.in
35. Candidates possessing the requisite qualification and experience may apply online at <https://www.nitie.ac.in/careers>. The Online Application Interface shall be opened from 10.00 AM on 01.06.2022 to 5.30 PM on 21.06.2022.. The hardcopy of application along with self-attested copies of all relevant document (sl.5 above) be sent by Speed Post so as to reach 'Director, NITIE, Vihar Lake Road, Mumbai 400087' on or before 25.06.2022

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[Registrar](#)

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