



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
(An Autonomous Institute under the Ministry of HRD, Govt. of India)

National Institute of Industrial Engineering (NITIE) is an apex Institute imparting outstanding education in Industrial Engineering, Management, Information Technology Management and Industrial Safety and Environmental Management related areas at the Post Graduation and Doctoral levels.

NITIE invites application from the eligible candidates for the following posts of Trainees, purely on temporary basis in Administration. They will assist in various sections of Administration and work initially for one year which may be renewed further, subject to satisfactory performance:

Post:	EXECUTIVE ASSISTANT (Trainee)
Minimum Qualification:	(1) Graduate / Post-Graduate from a recognized university with minimum 55% marks (2) Knowledge of typing & use of personal computers with MS Office and related applications/web applications, etc.
Experience:	1-2 years of administrative experience in a Government Institute/ Autonomous Body / University / reputed Private firm or MNCs
Age limit:	35 years (Maximum)
Stipend:	Rs. 25,000/- to Rs.30,000/- (Purely on temporary basis, initially for a period of one year)

Candidates should have good verbal / written communication skills. Eligible and shortlisted candidates will be called for Written test & Skill test. Interested persons who fulfil the eligibility criteria as above should submit their applications online in prescribed format and soft copy of the application MUST be sent at email id: nitierecruit@nitie.ac.in. Further, hard copy of the application along with self-attested testimonials, certificates, etc. MUST also be sent by Post addressed to The Registrar, NITIE, Vihar Lake Road, Mumbai-400 087, on or before **18.03.2020**. All communications will be made by Email only. Candidates are advised in their own interest to provide their working email id. No interim correspondence shall be entertained.

The Institute reserves the right to reject any/all applications without assigning any reason. Incomplete application and application not in the prescribed format shall be rejected.

Please visit website www.nitie.edu / www.nitie.ac.in for complete details.