

NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE), Mumbai

Advertisement for hiring of Office staff on Outsource Basis

No. NITIE/02/2023

Dated: 08th March 2023

NITIE Mumbai invites online applications for hiring of staff on **outsource basis (through manpower agency)** as listed in this document. The applications received through NITIE Mumbai online portal shall only be considered.

Last date of online application submission **March 28, 2023 upto 5:30 pm.**

**-Sd-
Deputy Registrar (Admin)**

NITIE Advertisement for hiring of Office Staff on Outsource Basis

No. NITIE/Admn/2023

Dated: 08th March 2023

NITIE Mumbai invites online applications to fill the following post for Institutional services on outsource basis (through manpower agency).

Ser.	Name of the post and number of positions	Essential and Desirable Criteria	Job responsibilities	Age	Remuneration
1.	Manager (ERP implementation in Academics office)	<p>Essential Educational Qualification: Graduate degree in any discipline (10+2+3) with at least First class (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 5 years in Coordination of PGP & Fellow Program, out of which 4 years independently handling academics and training functions.</p> <p>Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.</p> <p>Required Experience / Skills: Proficient in Excel, Fluent in written and spoken English, Minimum 8 years' experience of academic administration.</p> <p>Desirable: Post-Graduation in any discipline (10+2+3+2) with at least (55% marks), Proficiency in computer operations (MS Windows & MS Office), Internet, Knowledge / experience of working with ERP/ Learning Management System (LMS) will be an added advantage.</p>	Demonstrated ability to manage academic ERP projects and Implementation of Academic ERP, other academic activities.	Preferably below 45 years	₹ 75,000 – ₹ 1,00,000/- per month (Consolidated and all inclusive), based on experience.
2.	Manager (Examination)	<p>Essential Educational Qualification: Graduate degree in any discipline (10+2+3) with at least First class (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 10</p>	1. The position calls for a person with maturity and integrity and above all a rich	Preferably below 45 years	₹ 75,000 – ₹ 1,00,000/- per month (Consolidated

		<p>years in academic activity administration, out of which 8 years independently handling academic programme admissions and examination functions and other academic administration.</p> <p>Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.</p> <p>Desirable: Proficiency in computer operations (MS Windows & MS Office and Excel), Internet, Knowledge / experience, good communication skills, proficient in Excel, Fluent in written and spoken English.</p>	<p>experience in similarly placed academic institutions.</p> <p>2. To provide support for all the academics activities of the Institute.</p> <p>3. To manage complete examination processes, preparation of results and grades and other academic activities.</p> <p>4. Required to do day-to-day activities and to coordinate with the academic activities.</p> <p>5. Will be responsible for conducting examination for all courses related to this Institute.</p> <p>6. Any other job as assigned by the higher officials.</p>		<p>and all inclusive), based on experience.</p>
3.	Officer (Academic office)	<p>Essential Educational Qualification: Graduate degree in any discipline (10+2+3) with at least First (60% marks) from a recognised reputed University or Institute. Post-qualification experience of at least 5 years in Coordination of PGP & Fellow Program, out of which 4 years independently handling academics and training functions.</p> <p>Desirable: Proficient in Excel, good communication skills.</p> <p>Candidates having relevant experience in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.</p>	<p>1.The position calls for a person with maturity and integrity and above all a rich experience in similarly placed academic institutions.</p> <p>2.to provide academics support for all PGP & Fellow programme and all other activities of the Institute.</p> <p>3.required to do day-to-day activities and to coordinate with the academic activities related to PGP & Fellow Programme.</p> <p>4.Assisting examination processes, preparation of results and grades and other academic activities.</p>	Preferably below 35 years	Rs.40,000/- to Rs.50,000/- per month (Consolidated and all inclusive)

4.	Library and Information Assistant – 02 positions, purely on contract (Library Science field)	<p><u>Essential Educational Qualification:</u></p> <ol style="list-style-type: none"> 1. Postgraduate in Library and Information Science with at least 55% marks. 2. *Consistent good academic record. 3. *UGC-NET in Library and Information Science. <p><u>Desirable Qualification:</u> Certificate/ diploma in Library Automation and Networking and Equivalent.</p> <p><u>Work Experience:</u> One to Three years of working experience (including post-qualification internship) in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.</p> <p><u>Working Time:</u> 8 hours – 6 days a week (shift-wise on any day of the week, including weekends and holidays)</p>	Library related work as assigned by the Institute.	Preferably below 35 years	Rs.40,000/- to Rs.50,000/- per month (Consolidated and all inclusive)
5.	Library and Information Assistant – 01 positions, purely on contract (Computer Science field)	<p><u>Essential Educational Qualification:</u></p> <p>*B.E./ B.Tech (in Computer Science & Engineering/ Information Technology)/ MCA</p> <p>*Consistent good academic record</p> <p>*UGC-NET in Computer Science/ Information Technology/ Library and Information Science.</p> <p><u>Desirable Qualification:</u> *Certificate/ Diploma in Library Automation and Networking and Equivalent</p> <p>*Degree in Library in Information Science will be an added advantage.</p> <p><u>Work Experience:</u> One to Three years working experience (including post qualification internship) in Central Govt./autonomous bodies and higher education institutes of repute will be preferred.</p> <p><u>Working Time:</u> 8 hours – 6 days a week (shift-wise on any day of the week, including weekends and holidays)</p>	Library related work as assigned by the Institute.	Preferably below 35 years	Rs.40,000/- to Rs.50,000/- per month (Consolidated and all inclusive)

6.	Library and Information Associate (Interns) – 02 positions, purely on contract (Library Science field)	<u>Essential Educational Qualification:</u> *Postgraduate in Library and Information Science with at least 55% marks. *Consistent good academic record. *UGC-NET in Library and Information Science will be given preference. Desirable Qualification: Certificate/ diploma in Library Automation and Networking and Equivalent <u>Work Experience (Desirable) :</u> One year in a reputed institute.	Library related work as assigned by the Institute.	Preferably below 30 years	Rs.25,000.00 pm
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GENERAL INSTRUCTIONS:

- (a) Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying.
- (b) The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by NITIE Mumbai.
- (c) Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.
- (d) No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / interview or selection.
- (e) The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.
- (f) 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 delay and / or any discrepancy in the contact details provided in the application form.
- (g) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected.
- (h) Candidates are required to bring printout of emails/interview call letters at the time of Written/skill test and/ or interview along with the copies of the relevant certificates in original for verification.
- (i) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- (j) Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.
- (k) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
- (l) The prescribed qualifications are the minimum and mere possession and fulfilment of the essential and desirable qualifications for a position does not entitle the candidate to be called for the next stage of selection process i.e. Written Test/Skill Test/Interview.

- (m) No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.
- (n) The Institute reserves the right to: -
- (i) Withdraw any advertised post(s) partially or completely under any category at any time without assigning any reason thereof. Any consequential vacancies arising at the time of selection process (Written test/interview) may also be filled up from the available candidates.
 - (ii) To fill or not to fill, without assigning any reason
 - (iii) Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - (iv) To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview;
 - (v) No interim correspondence or personal enquiries shall be entertained by the Institute. No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for interview.
 - (vi) To engage the candidate on contract basis on tenure appointment, based on the work experience and to fix the tenure of appointment.
 - (vii) To fill or not to fill all the advertised positions/any position/ or to reject any/all applications/candidates at any stage of selection process or to cancel the partial or whole selection process or to cancel the advertisement for the above-mentioned post(s), without assigning any reason thereof. The decision of the Institute in this regard shall be final.
 - (viii) To extend the closing date for receipt of applications.
- (o) No campus accommodation will be provided.
- (p) APPLICATION SUBMISSION (a) Candidates are required to apply ONLINE only from 08th March 2023 to 28th March 2023 upto 05:30 p.m. (b) For submission of application through ONLINE mode, please visit: http://nitie.ac.in/application_portal/index.php (c) There is no application fee for applying. (q) Incomplete applications will be summarily rejected.
- (r) Please write to disc.website@nitie.ac.in for any technical queries and nitierecruit@nitie.ac.in for advertisement related information.