

CIRCULAR CUM ADVERTISEMENT**Subject: Advertisement for the Post of 'Assistant Registrar', for eligible internal candidates through Promotion mode of selection**

Applications are invited from the eligible regular employees of the Institute for the post of **Assistant Registrar**, through Promotion mode of selection.

Candidates with consistently excellent academic record and relevant work experience for recruitment to the post of **Assistant Registrar** in NITIE Mumbai through Promotion mode of Selection, as per details given below may apply:

S. No.	Name of the post	No. of vacancies				Mode of Recruitment
		UR	SC	ST	Total	
01	Assistant Registrar Level 10 (56100-177500)	01	-	-	01	Promotion through selection

The selection criteria as per the approved recruitment rules for the post of **Assistant Registrar** by promotion is as below:

Classification: Group A
Age: No Age Limit

Number of Post: 01
DPC : Not Applicable

Prescribed Educational and other Qualifications required for Assistant Registrar, through Promotion mode of selection**Eligibility:**

Open to the Section Head Level Staff having Bachelor's degree and Minimum 08 years' relevant experience in Administration/ Accounts/ Audit of the Institute out of which at least 05 years as Section Head/ Sr. Superintendent/ Accounts Officer/ Equivalent and supervising a Section in Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC)

Experience:

- At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institute or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs Finance / Audit & Accounts, Estate Management etc. in the Pay level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.
- Experience in handling computerized administration/ financial matters.
- Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power-point or equivalent is a must.

Mode of Selection: Through Promotion (Failing which by on Deputation/Transfer of Deputation/on contract).

Selection procedure: Written Test (Qualifying in nature) and Interview

Period of probation: 1 year

Last date of application: 16.05.2023 till 05.30 PM

Candidates possessing the requisite qualification and experience to apply online in the prescribed format available on the website: www.nitie.ac.in from 09.00 A.M. on 26.04.2023 till 5.30 P.M. on 16.05.2023.

Soft copy of the application in the prescribed format, duly filled in MUST be sent to nitierecruit@nitie.ac.in

Further, hard copy of the application along with self-attested copies of testimonials, certificates, etc. MUST also be sent to, 'The Director, NITIE', through proper channel.

The circular Ref. No. BS/1007/2023 dated 26.04.2023 on the above subject is treated as cancelled.

This is issued with the approval of the competent authority.

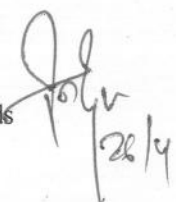

REGISTRAR I/c

Distribution:

All Department Heads and Sections Heads,

All Notice Board / To be uploaded on Institute website and email to all officers, and all section heads

Copy to — Director office


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