



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

Ref: CIRCULAR CUM ADVERTISEMENT ON THE SUBJECT, 'ADVERTISEMENT FOR THE POST OF 'ASSISTANT REGISTRAR'

1. Against the Circular-cum-Advertisement having Ref. no. BS/1007/2023/1 dated 26.04.2023, for the post of Assistant Registrar through Promotion mode of Selection (01 UR post), the list of all applicants and the decision of the Screening Committee regarding eligible applicants, and non-eligible applicants along with the reasons thereof is as below.

2. The committee has considered the following Criteria as given in the advertisement for shortlisting:

A) Name of the Post: Assistant Registrar (Group A); Pay Level 10 (56100-177500); No of positions advertised: 01 (01 - UR); **Age, as per advertisement:** No Age Limit

B) 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:

(i) 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.

(ii) Experience in handling computerized administration/ financial matters.

(iii) Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power-point or equivalent is a must.

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

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

Eligible Applicants: -

Sr.No	Application No
1	NITIE-2023-00002
2	NITIE-2023-00006
3	NITIE-2023-00036
4	NITIE-2023-00045
5	NITIE-2023-00063

Not Eligible Applicant:

Sr.No	Application No	Remarks
1	NITIE-2023-00066	Not having the relevant administrative experiences in the areas of Establishment, accounts, academic administration etc. as mentioned in the advertisement.

3. Applicants are, accordingly, advised to go through their details and in case of any discrepancy, the applicants are advised to bring the same to the notice of the Institute for necessary correction(s) submitting documents in support of claim to nitierecruit@nitie.ac.in latest by 20th July 2023, 5.00 PM.

4. No request for corrections and/ or improvement shall be entertained after 20th July 2023.

-Sd/-

REGISTRAR (I/c)

Date: 11th July 2023

