



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

Advertisement for Non-teaching Positions on Contract/Deputation basis (*purely temporary and contract*) –Tenure engagement

Advertisement No: Advt. No. 004/NT/2021-22 dated 28.12.2021

Last date for receiving the application: 18.01.2022

NITIE Mumbai invites applications from the prospective and eligible candidates for the following posts on Deputation/Contract basis (*purely temporary and contract*) –Tenure engagement:

Sl. No.	Position, Pay Level, Age and no. of Posts	Qualification, Experience and Job responsibility	
1.	Manager Systems and Software – One Post (on Contract) Age: Not exceeding 50 years. Pay Scale: Pay Level- 12 (Rs.78800- 209200)	Essential	i. M.Tech / M.E. Degree or equivalent qualification in Computer Science / Information Technology or equivalent field with a minimum of 55% marks in the qualifying degree from a recognized University/ Institute with 06 years relevant experience in the Pay Level 11 as per 7th CPC (Grade Pay of Rs. 6600/- as per 6th CPC and above). ii. Organizational ability for coordinating and managing various IT services and systems in large organizations / academic institutes of high repute. Proven competence in Planning, Installation, Operation, Management, and Maintenance of Networks/Systems in large organizations / academic institute of high repute. iii. Knowledge of Content Management Software and other application tools. iv. Ability to design, development, testing and maintenance of software system.
		Desirable	MPhil/Ph.D. in appropriate field. Hands on working experience with strong background in Web based application and on-line transaction processing environment.
		Job Responsibility	Responsible for IT & Network Administration, IT project, website project including Web based applications and Development, various IT Infra Administration, Administrative Computerization Support Services (ACSS) & Academic Support Services.

2.	<p>Executive Engineer (Civil)- One Post (on Contract)</p> <p>Age: Not exceeding 50 years.</p> <p>Pay Scale: Pay Level- 11(Rs. 67700-208700)</p>	<p>Essential</p>	<p>Master's Degree or equivalent in Civil Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree with at least 05 years' experience in relevant field at the level of Assistant Executive Engineer in Pay Level 10 as per VII CPC (Grade Pay of Rs. 5400/- as per VI CPC) or 10 years' experience as Jr. Engineer from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree or equivalent in Civil Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree. With at least 07 years' experience in relevant field at the level of Assistant Executive Engineer in Pay Level 10 as per VII CPC (Grade Pay of Rs. 5400/- as per VI CPC)</p> <p style="text-align: center;">OR</p> <p>15 years' experience as Jr. Engineer from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt. Relaxation as per GoI orders.</p>
		<p>Desirable</p>	<p>Experience in handling construction & construction management related software, like Computer-aided Design (CAD) etc. with proven track record of handling projects / works in reputed organization of relevant magnitude and quality. Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power-point, or equivalent is a must. Proven track record of handling projects / works in reputed organization of relevant magnitude and quality.</p>
		<p>Job Responsibility</p>	<ol style="list-style-type: none"> 1. Coordination with Architect, Construction Agency, PMCs including CPWD. Statutory Authorities for all compliances on behalf of NITIE Mumbai. 2. To prepare estimates and Proposals for new works as and when required. 3. To check the quantity of work, measured and checked by the construction agency. 4. To submit budget, accounts, and prescribed returns, etc. on time. 5. To keep detailed accounts of work, consumption of materials and item-wise work expenditure. 6. To submit required progress report regularly

			<p>for the works under their charge to their superiors</p> <p>7. Completely track the project performance specially to analyse the successful completion of its various stages as per project planning.</p> <p>8. Check whether the projects have been staffed properly with people with adequate, expertise, knowledge and experience.</p> <p>9. Any other work assigned by the competent authority from time to time.</p>
3.	<p>Executive Engineer (Electrical)- One Post (on Contract)</p> <p>Age: Not exceeding 50 years.</p> <p>Pay Scale: Pay Level- 11 (Rs. 67700-208700)</p>	<p>Essential</p>	<p>Master's Degree or equivalent in Electrical Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree. OR At least 05 years' experience in relevant field at the level of Assistant Executive Engineer in Pay Level 10 as per VII CPC (Grade Pay of Rs. 5400/- as per VI CPC) OR 10 years' experience as Jr. Engineer from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree or equivalent in (Electrical Engineering from a recognized university/ Institute with at least 55% marks in the qualifying degree. At least 07 years' experience in relevant field at the level of Assistant Executive Engineer in Pay Level 10 as per VII CPC (Grade Pay of Rs. 5400/- as per VI CPC).</p> <p style="text-align: center;">OR</p> <p>15 years' experience as Jr. Engineer from CPWD/ State PWD or similar organized services / semi-Govt. / PSU/ Statutory or Autonomous organization / Universities / reputed Institute or organizations under Central/ State Govt. Relaxation as per GoI orders.</p>
		<p>Desirable</p>	<p>Experience in handling electrical works and related construction activities</p> <p>Proven track record of handling projects / works in reputed organization of relevant magnitude and qualities. Experience of working with high tension lines electrical maintenance planning and execution of electrical works, Designing and estimation, construction management etc., as relevant to the profession. Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power-point, or equivalent is a must.</p>

		Job Responsibility	Electrical maintenance planning and execution of electrical works and Procurement. Designing and estimation, coordination with vendors for execution of institute related electric works. Continuous Preventive maintenance of all the institutes' substation, generator, and other electrical Installations. Any other work assigned by the competent authority from time to time.
4.	<p>Manager Academic Systems (on Contract)</p> <p>Age: Not exceeding 45 years.</p> <p>Pay Scale: Pay Level- 11 (Rs. 67700-208700)</p>	<p>Essential</p>	<p>Post Graduate degree in any discipline from a reputed Institute/University with a minimum of 55 % marks or equivalent grade point average. Post qualification relevant experience of at least 08 years in administration/academic/admission/executive education out of which 3 years of relevant experience in the Pay Level 10 (7th CPC) in Centrally/State Govt Funded Institutions/ Deemed University/or equivalent in any Industry/Govt./Institutes etc. Knowledge and experience of working with learning Management System (LMS) and related academic activities, knowledge of digital technologies, knowledge of platforms like WebEx, MS Teams, etc. knowledge of MS office especially Excel.</p>
		Desirable	Candidates with minimum three years relevant experience in management of online/offline Academic & Training Programmes in the institutes under Central Govt./State Govt./ Autonomous Bodies/Public Sector Undertakings will be given preference
		Job Responsibility	To look after all the admission activities/Online and offline classes & Examinations and support in Academic administrative activities at the Institute. To design, implement and managing academic programs, coordinate with faculty members and students to ensure the timely delivery of academic matters. Any other job as assigned by the higher officials.
5.	<p>Manager, ERP system</p> <p>Age: Preferable below 40 years</p> <p>Pay Scale: Pay Level 10 (56100-177500)</p>	Essential	<p>B.E./B.Tech. in Computer Science & Engineering/Information/Technology/Electronics & Electrical Communications or MCA or M.Sc. in Computer Science from a reputed University/Institute with minimum 55% marks with proven track record in ERP implementation</p> <p>And</p> <p>Minimum 8 years IT experience and 5 years as project manager responsible for end-to-end project management – including project planning, work assignment, delivery, client interaction, trouble shooting, managing project operational parameters and people management.</p>

		Desirable	<p>Masters/MBA in Information Systems/ Technology or equivalent. Out of 10 years, at least 2 years of exp. is required in ERP or Analogous projects.</p> <p>(1) Demonstrated ability to manage multiple concurrent development projects in Java (Spring Framework, J2EE technologies, especially on JSP, JDBC, XML),</p> <p>(2) Proven Experience of Agile/DevOps methodology, Release Management, Test Driven Environment and Continuous Integration</p> <p>(3) Excellent Communication (Verbal/Written) skills in English,</p> <p>(4) Contribute in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation.</p> <p>(5) Any working experience at client places and for handling implementation especially in reputed academic institutions and/or development and implementation of accounting module will get higher preference.</p>
		Job Responsibility	Manage the ERP implementation and monitoring in the institute and perform related tasks with all possible solutions in coordination with institute authority (ies).
6.	<p>Library Officer- One Post (on Contract)</p> <p>Age: Not exceeding 50 years.</p> <p>Pay Scale: Pay Level- 10 (56100-177500)</p>	Essential	<p>Master's Degree in Library Science/Information Science with 55% and Documentation with consistently good academic record. Minimum 15 years of relevant experience in a library under Central & State Government/Autonomous Organization/ University or recognized research institute OR 5 years relevant experience in the Pay Level 7/6 (VII CPC) corresponding to PB 2 with Grade Pay of Rs.4600/4200 (VI CPC) or equivalent in any Industry/Central PSU/Central govt. funded Institute etc.</p>
		Desirable	MPhil/PhD in Library Science/Information Science. Experience in reputed management institute of repute and universities will be preferred.
		Job Responsibility	<ol style="list-style-type: none"> To set up and manage the library of the Institute, organize electronic resources, software, and assist the faculty and students to secure books, articles and other teaching and research materials. Acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users, Selecting, developing, cataloguing and

			<p>classifying library resources.</p> <p>3. Responsible for monitoring the financial regularization and maintenance of library accounts of the entire division, Planning and implementing the administrative and budgetary functions of library and information services, Management and training of staff and other supervisory duties.</p> <p>4. Training library users to effectively search the Library catalogue, Internet and other electronic resources. Establishing and implementing library policies and procedures, liaising with departmental academic staff, external organizations, and book suppliers.</p> <p>5. To maintain updated inventory, assets, and library records to be made available to institute authorities from time-to-time.</p>
7.	<p>Accounts Officer - One Post (on Contract)</p> <p>Age: Not exceeding 40 years.</p> <p>Pay Scale: Pay level-8 (Rs. 47600-151100)</p>	<p>Essential</p>	<p>MBA (Finance)/M.Com/B.Com with a minimum of 55% marks in qualifying degree or equivalent grade point average. Minimum 6 to 8 years of relevant experience 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.</p>
		<p>Desirable</p>	<p>Chartered Accountant/Cost Accountant Knowledge of latest accounting software and systems and ability to handle accounts independently and finalization of accounts</p>
		<p>Job Responsibility</p>	<p>1.Duties of the drawing and disbursing officer of the Institute, Preparation and presentation of Annual Budget Estimates and Revised Estimates of the institute to the Finance Committee of the Board of Governors of the Institute, Regulation of the individual claims as per Central Government rules and orders, Payment of contractors bills as per G.F.R. and Central Government orders.</p> <p>2.Maintenance of accounts of the Institute in the format prescribed by the Controller and Auditor General of India, Preparation of final accounts of the Institute and ensuring completion of Audit of the same by C & AG, Reply to Audit queries and issuing of replies, securing audit report each year from the Auditors and arrange submission of the same to the Ministry for placing it on the table of both houses of the Parliament.</p> <p>3.Maintenance of P.F. accounts of the employees,</p>

			investment of P.F. balances as per Central Government rules, Regulation of Pension and Gratuity claims of the employees of the Institute as per Central Government rules. 4.Managing short term and long-term investments, Preparation of half-yearly accounts of the Institute, Ensuring timely conduct of internal audit.
8.	Audit Officer: One Post (on Contract) Age: Not exceeding 45 years. Pay Scale: Pay Level- 7 (Rs (44900-14240)	Essential	<ul style="list-style-type: none"> i. MBA(Finance)/M.Com/B.Com with a minimum of 55% marks in qualifying degree or equivalent grade point average. ii. Minimum 5 years of experience in accounts/audit department of a Government Organization/ Departments/Autonomous bodies Government institutions preferably CFTIs. iii. Preference will be given to the candidates having knowledge of MS Office with experience of handling the finance, internal audit, and administrative matters in organized audit & accounts department. iv. Candidate must have sound knowledge of Government regulations in procurement of Goods & Service-related matters, GFR, FRSR and HR related matters. Conversant with GoI rules and regulations, and procedures. Ability to handle independent audit (transaction and statement).
		Desirable	Experience at CFTIs or Autonomous Institutions under GOI in accounts department will be preferred.
		Job Responsibility	<ul style="list-style-type: none"> 1. Compliance with Government regulations, GFR and Institute's norms 2. Establishment of sound accounting, auditing, and other financial management practices in maintaining Public Funds. Pre-Audit of HR related matters, Tenders, Purchase Orders and employees claims, all payments etc. 3. Design & Implement accounting & audit control systems, Preparation of Manuals. 4. Provide opinion on matters referred, especially about their viability and acceptability keeping in view the precedents, norms, and applicable rules. 5. Oversee Institutes' management activities and enforce principles of integrity and compliance. 6. Ability to handle and manage Audit wing independently
9.	Personal Secretary: One	Essential	Masters' Degree in any discipline from

	<p>Post (on Contract)</p> <p>Age: Preferable below 45 years</p> <p>Pay Scale: Pay Level 7 (44900-142400) as per VII CPC</p>		<p>recognized university with at least 55% marks in qualifying degree with 05 years' experience as Superintendent or equivalent in the Pay Level 6 as per VII CPC (Grade Pay of Rs. 4200 as per VI CPC) or equivalent in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p style="text-align: center;">OR</p> <p>Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 08 years' experience as Superintendent or equivalent in the Pay Level 6/5 as per VII CPC (Grade Pay of Rs. 4200/2800 as per VI CPC) or equivalent in Central Govt. / State Govt. / Autonomous Bodies / Public Sector Undertakings.</p> <p>Skill test norms: Dictation 10 minutes @80 w.p.m. English/Hindi and Transcription: 50 minutes in English and 65 minutes in Hindi (on Computer). Knowledge of MS office. Make minutes of the meeting and good drafting skills</p>
		Desirable	<p>Minimum 5 years' experience as Secretary to a Senior Executive with thorough knowledge of Shorthand, Typing and good command of English & Hindi Language and secretarial practices</p> <p>Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point, or equivalent is a must.</p> <p>Knowledge of computer applications and office procedure & secretarial practices.</p> <p>Candidates with work experience in the Semi-Govt./PSU/Statutory or Autonomous organization / University, Institutes of national importance, holding analogues post on regular basis will be given preference; Good command of English and Hindi.</p>
		Job Responsibility	<p>Effective communication with institute stakeholders, as directed by the competent authority, skills. Drafting of official mails and documents and coordination with other departments.</p>
10.	<p>Executive Officer: 02 Posts (on Contract)</p> <p>Age: Preferable below 40 years</p> <p>Pay Scale: Level 6 (35400-112400) as per VII CPC</p>	Essential	<p>Masters' Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 03 years' experience as Assistant or equivalent in the Pay Level 5 as per VII CPC (Grade Pay of Rs.2800/- as per VI CPC) in Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings.</p> <p style="text-align: center;">OR</p>

			Bachelor's Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 06 years' experience as Assistant or equivalent in the Pay Level 4 as per VII CPC (Grade Pay of Rs. 2400/- as per VI CPC) in Central Govt./State Govt./Autonomous Bodies/Public Sector Undertakings.
		Desirable	Higher Degree / PG Diploma in relevant discipline like H.R, Labour Laws, Financial Management, inter ICWA/ CA etc. from recognized University/ Institute. Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.
		Job Responsibility	Overall responsibility/ supervision & monitoring of the Section/ Unit concerned, implementation and follow up action on the policy matters of the Institute. Any other task(s) as may be assigned by the authorities of the Institute from time to time.
11.	Manager Student Facilities and Amenities: One Post (on Contract) Age: Preferably below 40 years Pay Scale: Level 6 (35400-112400) as per VII CPC	Essential	Degree in Hotel Management or equivalent with 55% marks in the qualifying degree from a recognized University/Institute with minimum 05 years' experience in hostels / hostels of Educational Institute / Guest Houses of Public Sector Undertaking / Government Organization etc.
		Desirable	Higher Degree/PG Diploma in relevant discipline like H.R, Labour Laws etc. from recognized University/ Institute. Proficiency in the use of a variety of computer office applications, M.S Word, Excel, Power-point, or equivalent is a must.
		Job Responsibility	Overall responsibility/ supervision & monitoring of the student facilities, amenities and various student Activities, Implementation and follow up action on the policy matters for the section concerned, proven ability in facility/amenity management of hostels/guest houses, and any other task(s) as may be assigned by the authorities of the Institute from time to time.

12.	Accountant: Two posts (on Contract) Age: Not Exceeding 40 Years Pay Scale: Pay Level- 5 (Rs.29200-92300)	Essential	B.Com or equivalent qualification from recognized university with at least 55% marks in the qualifying degree, Proficiency in Accounting Software like Tally, Pay Roll Accounting, e-TDS, GST etc., Proficiency in typing in English / Hindi on computer, and also in the use of a variety of computer office applications, M.S Word, Excel, Power-point or equivalent having typing speed of 40 w.p.m. / 35 w.p.m. in English and Hindi respectively on computer is a must. Candidates with Five years' relevant experience in Finance / Accounts preferably in CFTIs / Government Higher Education Institutions will be given preference. Candidate must have experience of Accounting/Tally/ERP in any Govt. Organization/CFTIs etc. on Regular/Contract/Outsource basis. At least One year experience in working in finance and accounts functions in a reputed organization/ Central PSU/Govt. Department and knowledge of General Finance Rules are essential.
		Desirable	M.Com or MBA (Finance)/Accounting and Auditing.
		Job Responsibility	Preparation of asset, liability, and capital account entries by compiling and analyzing account information, Accountable for various financial functions such as Maintenance of accounts, processing of bills, budgeting, investments, fund management and audit coordination etc. Any other relevant work assigned by the Competent Authority from time to time. The candidate should be proficient in accounting management software such as Tally/ERP.

General: All applicants must fulfil the minimum essential requirements of the post and the other conditions 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. The consolidated remuneration is inclusive of HRA.

Tenure: The engagement will be purely on temporary and Contract basis for specified tenure. The tenure of contract appointment is three years however, the initial appointment will be on purely temporary and contract basis for a period of 1 year only, and will be reviewed annually for further continuation of engagement on yearly basis within maximum duration of tenure (three year) as per Institute rules.

Please NOTE:

- i The Contract may be considered for extension based on performance and requirement of the Institute, and also as per prevailing norms of the Institute. Reservation will be made applicable as per GOI norms.
- ii Age relaxation will be given to SC/ST/OBC candidates as per existing Central Govt. Rules. Candidates seeking such age relaxation will be required to produce relevant proof of eligibility to avail relaxation at the time of interview/test, if called for.

- iii Eligibility of candidate with regard to age, qualification & experience shall be calculated /considered with reference to the first day on which the advertisement for the positions is published in the Institute website/newspaper.

Application Fee: As per the extant instructions of DoPT, application fee is not to be charged from SC/ST/PwD/Women candidates. Therefore, Fee for General (Unreserved) and OBC (NCL) and EWS category candidates shall be Rs.250/-. No application fee for Internal Candidate.

The candidates applying for more than one position are required to pay application fee for each position separately, as applicable as above.

Interested persons fulfilling the minimum eligibility criteria may apply online and upload Documents.

Terms and conditions for the advertised positions:

- (a) The applicant must be a citizen of India. Candidates should have good verbal/written Hindi and English communication skills.
- (b) The position and the number of post(s) advertised is tentative, may vary and the institute reserves the right to increase or decrease the number of posts and may or may not fill any post(s)
- (c) 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 relax qualification(s) of the candidate based on the work experience.
 - (vii) To empanel candidates for similar works in future.
 - (viii) 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.
 - (ix) To increase/decrease the tenure of appointment.
 - (x) To extend the closing date for receipt of applications.
- (d) The appointing authority may at its discretion discontinue the tenure/term of engagement:
- a. in case of unsatisfactory performance, the services shall be terminated by giving one month's notice or on payment of one month's salary in lieu of notice.
 - b. in case of unsatisfactory performance, on ground of imputations of misconduct or misbehavior, or if found implicated in any vigilance/disciplinary matter, engaging /taking part in any demonstrations/strikes and/or any act which is unbecoming of an institute employee noncompliance of statutory requirements/rules and procedures etc., with immediate effect, and the services shall be terminated immediately.
- (e) In case of any discrepancy in the advertisement and/or in case the inadvertent mistake in the process of selection which may detected at any stage even after the issue of appointment/offer

letter, the institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.

- (f) No TA/DA will be paid for attending the selection process.
- (g) All the posts advertised are as per the Central Government pay scales as per the VII CPC as mentioned against each post, and carry usual allowances at par with those admissible to Central Government employees of the respective pay level in NITIE.
- (h) If applying more than one position, separate online application will be required to be filled in by the candidates on the recruitment portal of NITIE. A candidate can apply not more than two positions.
- (i) 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.
- (j) Candidates seeking reservation benefits available for the respective categories must ensure that they are entitled to such reservation as per eligibility prescribed in Government of India (GoI) orders and possess the valid certificates in the format prescribed by GoI in support of their claim.
- (k) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.
- (l) Preference will be given to candidates working on regular/contract/outsource basis in CFTIs and those with relevant experience and sound knowledge of GOI rules and procedures.
- (m) Original educational qualification, experience, and caste certificate etc. should be produced only at the time of written test/skill test/interview. However, self-assisted photocopies of testimonials may also be uploaded with the application in support of education qualifications and experience etc.
- (n) 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.
- (o) Applicants working in Govt. /Semi Govt./Public Sector undertaking will be required to submit "No Objection Certificate" from their employer at the time of interview. Candidates on selection are required to submit relieving letter from their employer (Govt./Public/Private) at the time of joining the Institute, without which they will not be allowed to join.
- (p) Degree/Diploma as referred above should have been awarded from recognized Institute/University.
- (q) Only the candidates shortlisted for next stage of selection process will be informed by email and/or post regarding date, time and venue for selection process. The institute will not be responsible for any postal delay and / or any discrepancy in the contact details provided in the application form.
- (r) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected.
- (s) Candidates are required to bring printout of emails/interview call letters at the time or Written/skill test and/ or interview along with the copies of the relevant certificates in original for verification.
- (t) Canvassing in any form will be a disqualification.
- (u) Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.
- (v) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

NOTE:

- (w) Candidates serving in CFTIs/Government/Semi-Government bodies/PSUs/Govt. Educational Institutions should send their applications through proper channel OR should furnish No Objection Certificate from Competent Authority while applying or at the time of interview.
- (x) **Candidates possessing requisite qualification and experience are required to apply online ONLY at application portal on or before 18.01.2022 by 5.30 P.M. Hardcopy of the application is not required. Candidates are requested to upload self-attested PDF files of all degree certificates /testimonials /cast certificate/age proof certificate etc. as file attachment at the portal.**
- (y) Submitted application (pdf) / Queries may be sent by email to recruit2021@nitie.ac.in

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Registrar

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