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

Advertisement for Non-Teaching Staff Position
(Purely on temporary and Contract basis) –Tenure engagement

Advertisement No: Advt. No. 005/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 **purely on temporary and Contract basis (all-inclusive consolidated monthly remuneration)**:

Sl. No.	Position, Pay Level, Age and no. of Posts	Qualification, Experience and Job responsibility	
1.	**Internal Auditor cum Advisor (01 Post) – On contract** **Age:** The person should not have attained the age of 63 years as on 01.11.2021 **Remuneration:** All-inclusive monthly remuneration Rs 50,000/- to 75,000/- Or Emoluments will be payable as per the applicable norms of the Government of India for retired Government official.	**Essential**	i. Candidates, who have worked in Central Govt/State Govt/Autonomous bodies/ PSUs / Universities/CAG Office shall be given preference. ii. Retired Govt officers, who have experience of atleast in the rank of Under Secretary/ Assistant Registrar or equivalent level may apply for the said post. iii. Candidate must have minimum 10 years of Work Experience of Auditing with GoI Rules to handle Personnel, Finance matters, Inventory Management, Purchase of Goods & Services etc.
		Desirable	A candidate retired from C&AG Office / Govt /Semi Govt/ PSU/ Central Education Institutions and staying in Mumbai and nearby area.
		Job Responsibility	1. To carry out internal audit function which will involve checking and vouching of all the fund inflows and outflows, checking of Bank reconciliations, checking, and signing of each payment voucher/s, receipts as pre-audit, physical check of cash and fixed assets as per records, statutory compliances and other related issues as per the requirement of the Institute. 2. To carry out scrutiny of ledger, checking of trial balance and will ensure timely preparations of the Annual Accounts so that it can be timely available for C&AG Statutory Auditors. 3. To submit monthly Audit Report to the Director of the Institute. 4. To provide the assistance and guidance in the matters of administration, purchase, tendering process and hiring of various

				services including AMC and work contract as per the applicable rules and regulations.

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5. To offer guidance about compliances of statutory requirements of the Institute for preparation of various tender documents, Engagement of casual employees through different contractors.

6. To offer guidance about compliances and implementation of statutory obligations in respect of GST, Income Tax. Professional Tax, Service-Tax, and other statutory matters as applicable.

7. To scrutinise and guide on issues pertaining to Service Matters (recruitment, salary, pension, promotions, reservations etc), establishment matters, procurement, contract management etc., as per extant Rules & Regulations contained in FR & SRs, CCS (CCA) Rules, CCS(Conduct) Rules, GFR-2017 and all GoI Orders/Instructions etc. issued from time to time.

8. To assist Accounts & Finance Section in preparation and scrutinising and vetting the documents for disciplinary/ administrative proceedings as per extant Rules/Provisions etc. as per GoI rule/s.

9. To scrutinise and advice on Retirement Benefits, Pay Fixation, Income Tax related issues, TDS rates, GPF/CPF/NPS matters, TA/DA, GoI Rules for Re-Employment, Deputation and other related matters.

10. To scrutinise and guide about GoI Rules for LTC, maternity/paternity leave benefits, other leave entitlements, allowances etc.

11. To scrutinise and guide on purchase of Goods and Services for the Institute as per GFR-2017 and other Rules in vogue.

12. To offer guidance in respect of opening of quotations/ Tenders, comparing the comparative statements, scrutinizing and comparing the quoted rates to available market rates, GST in respect of all the items purchased or work contract etc.

13. To help in Internal Audit of the financial transactions, before they are forwarded to the competent authorities for approval etc. Also, to examine and ensure that proper controls are maintained on all purchases and consumption of materials in accordance with the Budget.

14. To scrutinise and check the vouchers

			and certification of receipt of goods and services, Logbooks for use of vehicles, inventory of publications and petty cash book etc. 15. To scrutinise and ensure maintenance of proper Inventory Control (Stationery, Movable Furniture and Equipment etc) on all assets purchased through Projects/Maintenance/Plan Grants and reconcile with the Assets Registers. 16. To help in audit of proposals of the Institute and attend to the Statutory Auditors i.e. CAG Audit etc. 17. To help in Liaising with C&AG office to close the audit paras. 18. To help in scrutinizing monthly budget allocation/s. 19. Any other assignment/s entrusted from time to time by the Competent Authority.
2.	**Programmer (03 Posts)** **Age:** below 35 years. **Remuneration:** ₹.50,000/- to ₹.75,000/- all inclusive.	**Essential**	B.E/B.TECH in Computer Science & Engineering/ Information Technology/ Electronics & Electrical Communications or MCA or MSC in Computer Sc. OR equivalent. **Experience**: 4-5 years of software development in web-based applications, website design and maintenance, database administration, network administration.
		Desirable	1. Extensive experience with MySQL database, SQL queries, RDBMS, Object-oriented Programming, PHP, Java Script, HTML, advanced Excel, Office 365. 2. Knowledge of CMS such as Joomla, Drupal, WordPress etc. for website management. 3. Knowledge of Windows server management and active directory. 4. Prior exposure in software development and network management in the service industry or educational institution. 5. Ability to coordinate with Senior and Junior members of the team effectively & articulate/communicate (both written and orally appropriately. 6. Target-oriented, confident, assertive, and should have an analytical and logical approach.
		Job Responsibility	1. Development of web based academic software by contributing in all phases of the software development life cycle – requirement gathering, design, development, testing, and implementation.

			2. Write well designed, testable, efficient code. Ability to apply advanced software programming to automate academic processes. 3. To design, upload and manage website content on the institute website.
3.	**Network Engineer (1 nos.)** **Age:** below 35 years. **Remuneration:** Rs. 50,000 - 75,000 per month Consolidated salary all inclusive.	**Essential**	B.Tech/BE in Computer Science and Engineering / Electronics Engineering / Electrical Engineering or equivalent. All through first class or equivalent in all degrees/examination with at least 05 years of network administration in educational institutes/organization in the following area: • Local and wide-area network planning, implementation and management. • Wireless Networks. • Configuration and management of network devices. • Implementing networks and systems security. • Deployment and management of Applications, Systems and Storage Servers.
		Desirable	a) MCSE/RHCE/CCNA/CCNP certification. b) Certification in one or more of the above areas of experience. c) Experience in large database/data-mining applications. d) Proven analytical capabilities and experience in handling Network and firewall/wifi etc. Capability to handle trouble shooting and system challenges.
		Job Responsibility	1. Firewall management, Monitoring of Internet Service Provider (ISP) lines. Design, implement & manage LAN and WAN infrastructure. 2. Implement Network infrastructure changes as per the requirement. Manage & maintain network firewalls. Maintain DR plan for network infrastructure. 3. Coordinate with remote onsite engineers / vendors to get issue resolved. 4. VPN Gateway administration 5. Switch based DHCP administration, Switch based Skills Mandatory knowledge on following: Network switches e.g. Cisco, HP, Broadcom, DELL, etc. 6. Routers and Firewalls e.g. CISCO, Juniper, checkpoint, Fortinet, Sonic wall etc. 7. Configuration and troubleshooting of end user's internet/desktop/printer/laptop problems in the campus (hostels, Office, and residential area). Configuration of new

			systems and provide support.
			8. IDS and IDP administration.
			9. Expertise in Load Balancers.
			10. Evaluate, implement and monitor incoming network change requests
			11. Identifying, determining cause of, and correcting voice and data network performance degradation.
			12. Identifying potential voice/data network security risks and recommending plan to address or eliminate risks.
			13. Addressing and solving "multi-layer" network problems.
			14. Knowledge of MPLS, IP, routing protocols, Voice over IP (VoIP) etc., IP based exchange.
			15. Familiar with circuits (DSx, OCx, Ethernet, SONET facilities).
			16. Familiar with Cisco Nexus, routers, Ethernet switches, load balancing devices, sniffers, network tools, VoIP, TDM PBX systems etc.
4.	**Driver Cum Security Guard (Post – 1)** **Age : 35 years** **Remuneration**: ₹.25,000/- to ₹.30,000/- all inclusive.	**Essential:**	i. Minimum 12th Standard (10+2) in any discipline from a recognized Board with ability to speak in Hindi, English and conversant with local language. ii. Must have Government Valid Driving License from RTO of Light/Heavy Motor Vehicle. iii. Having accident-free record and ability to carry out minor repairs to the vehicle. iv. Willing to perform the duties in shifts. Dress code is mandatory. v. Knowledge of Tools/ Equipment in the vehicle and Basic technical check before the trip. vi. Minimum 3 years' experience as Driver in a similar Government Office / Autonomous Institute / reputed organization/ Driver duty to Government officials.
		Desirable:	Minimum 2 years of Experience as Driver (as (v) above) and also 2 – 3 years' experience of Security work in a Government Office / Autonomous Institute / reputed organisation.
		Job Responsibility	Driver duty on Institute official vehicle and also, guard duty as assigned by Institute authority in/off-campus.
		Note: SELECTION PROCEDURE:	Shortlisted candidates would be required to appear for skill test i.e. Driving and Physical fitness test.

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.

<u>**Terms and conditions for the advertised positions:**</u>

(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) 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.

(h) 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.

(i) 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.

(j) The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority.

(k) 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.

(l) 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.

(m) 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.

(n) 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.

(o) Degree/Diploma as referred above should have been awarded from recognized Institute/University.

(p) 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.

(q) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected.

(r) 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.

(s) Canvassing in any form will be a disqualification.

(t) Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.

(u) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.

NOTE:

(v) 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.

(w) **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.**

(x) Submitted application (pdf) / Queries may be sent by email to recruit2021@nitie.ac.in

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Registrar