

CIRCULAR / ADVERTISEMENT

Subject: Internal Advertisement for the Post of Deputy Registrar through Promotion mode of selection - Regarding

(Reference: Ministry of Education letter no. F. No.1-6/2007-TS.VII dated 25th March 2022)

The Ministry of Education has approved the *mode of recruitment for the post of Deputy Registrar* in pay level 12 of 7th CPC as 75: 25 (Direct: Promotion) basis. Total sanction strength of Deputy Registrar is three (03) nos. and accordingly, one (01) position of Deputy Registrar is to be filled on Promotion basis, as approved by the Ministry.

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

Classification: Group A,

Number of Post: 01

Age: No Age Limit

DPC: Not Applicable

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

Eligibility: Open to the Assistant Registrar in the Pay Level 10 / 11 as per 7th CPC (Grade Pay of Rs.5400/- or Rs.6600/- as per 6th CPC) who have rendered at least 05 years of regular clean service as Assistant Registrar level in NITIE, Mumbai with relevant experience.

Desirable:

- 1) Qualification in area of Management / Engineering / Law / Chartered or Cost Accounting.
- 2) Experience in handling computerized administration/legal/financial/establishment matters.
- 3) A Degree in Law / Management / Engineering from a recognized university / Institute.
- 4) Proficiency in the use of variety of computer office applications, M.S Word, Excel, Power-point or equivalent is a must.

Selection procedure: Presentation and Interview

Period of probation: as per Institute norms

Last date of application: 22.06.2022 till 05.30 PM

Candidates possessing the requisite qualification and experience may apply in the application format available on the website: www.nitie.ac.in/careers. Soft copy of the application in the prescribed format, duly filled in MUST be sent at email id: nitierecruit@nitie.ac.in mentioning Advertisement number and date. Further, the hardcopy of application along with self-attested copies of testimonials, certificates, etc. MUST also be submitted to the Board Secretariat, addressed to the REGISTRAR NITIE, through proper channel, on or before 22.06.2022.

This is issued with the approval of the competent authority.


REGISTRAR

Distribution:

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To be uploaded on Institute website and email to all officer, all section head