



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

Advertisement No: NITIE/2022/Admn/6

Date: 01.08.2022

Last date for receiving the online application: 08.08.2022

<p>Executive Administrative Assistant cum Secretary (01 position) (Monthly consolidated remuneration of Rs. 50,000 to Rs. 55,000/-)</p> <p>Plus, Off campus allowance of Rs.4500- and mobile reimbursement 1000 p.m.</p> <p>Age: Preferably below 45 years</p>	<p>Qualification & Experience: A bachelor's degree or its equivalent from a recognized University with 3-5 years of relevant experience as PA / PS /Executive Assistant in Education institutes of repute. Proficiency in English language, computer knowledge, office application and secretarial practices in interdepartmental / correspondence, maintenance of daily diary, appointments, meetings.</p> <p>Desirable: Relevant experience in educational institute is preferable. Good communication skill in English & Hindi Language and secretarial practices, knowledge of computer applications and office procedure & secretarial practices is a must.</p> <p>Tenure: - 1-year temporary on contract basis.</p> <p>Job Responsibility: - Effective communication with institute stakeholders, as directed by the competent authority, skills. Drafting of official mails and documents and coordination with other departments.</p>
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General:

- a) The applicant must be a citizen of India. Candidate should have good verbal / written Hindi and English communication skills.
- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the applications. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
- c) The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview/test.
- d) The period of experience rendered by a candidate on part time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for interview.
- e) Reservation/ age relaxation will be applicable as per Government of India rules.
- f) Consolidated monthly remuneration is inclusive of all.
- g) The Institute reserves the right:
 - i. to fix suitable criteria for short listing.
 - ii. to empanel candidates for similar works in future.
 - iii. to fill or not to fill the vacancy or to reject any/all applications/candidates at any stage of selection process or to cancel the advertisement for the above mentioned post(s), without assigning any reason thereof.
 - iv. to increase or decrease the no. of vacancy at any stage of selection process.
 - v. to increase/decrease the tenure of appointment.
 - vi. to cancel the partial or whole selection process.
 - vii. to place a reasonable limit on the total number of candidates to be called for interview.
 - viii. to extend the closing date for receipt of applications.
 - ix. to seek any other certificate including vigilance from the candidates already in service at any time during the process.
- h) No appeal with regards to g) i. to ix. above shall be entertained or accepted by the Institute.
- i) It would not be obligatory on the part of the Institute to call every candidate for interview/test who may possess the essential qualification.
- j) Only the shortlisted candidates will be informed/contacted for the interview/test.
- k) No intimation shall be sent to the candidates who are not shortlisted by the Institute. Institute shall not be responsible for any delay/non-receipt of communication in any mode.
- l) In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience.
- m) Mere possession of qualification and experience and / or calling a candidate for interview conveys no assurance whatsoever that he/she will be recommended or selected for the position.

- n) Application form incomplete in any way or not having required educational/experience certificates and latest photo affixed will be rejected without any intimation.
- o) No correspondence whatsoever will be entertained from candidates regarding communication delay, conduct and result of test and reasons for not being called for test.
- p) Canvassing in any form at any stage will be considered disqualification.
- q) Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. should send their applications through proper channel. They shall also be required to furnish 'No Objection Certificate' at the time of interview, if applicable. Compliance with this clause is mandatory.
- r) Medical check-up and Character and antecedent's verification / background check may be carried out of the selected candidate. Institute reserves the right in case of adverse report received, the selection of the candidate will be treated as null and void.
- s) **Advertised positions require full 24x7 commitment to the Institute.** Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply. **Advertised positions may be required to perform shift duties or staggered / extended working hours as per institute requirement.**
- t) Appointment orders/Offer of Engagement issued by the Institute shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of test and the appointment. In case it is found at any time that any of the facts / documents submitted by the candidate are falsified or tampered, or the candidate has doubtful antecedents / background and has suppressed the said information, then his/her candidature shall stand cancelled, and services may be terminated.
- u) Appointment on contract will be for a period of one year initially and can be extended further, purely based on requirement and performance, as reviewed by the Institute.
- v) Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
- w) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
- x) Candidates who have applied in response to the earlier for any other position within last two years need not apply again. Their applications will not be considered.
- y) All correspondence from the Institute including interview call letter, shall be sent to the e-mail ID provided by the candidate in the application form.
- aa) Any matter for which no specific instruction has been given shall be decided by the Institute and the decision shall be final and binding on the applicants
- bb) Interested candidates who fulfil the eligibility criteria as above may apply online at https://nitie.ac.in/application_portal. The Online Application Interface shall be opened till 05.30 PM on 08.08.2022.
- cc) All communications from institute side will be made by Email only. No interim correspondence shall be entertained.

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