

## **NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) MUMBAI**

Vihar Lake Road, Powai, Mumbai – 400087

(An autonomous Institute under the Ministry of Education, Govt. of India)

National Institute of Industrial Engineering (NITIE) was founded in 1963 as a collaborative effort between the Government of India and the International Labor Organization. NITIE prepares students for a seamless induction into industry and academia by blending management principles and technical skills. NITIE has been providing the solutions to the complex problems of industries. Currently, NITIE has 9 research areas, 3 Post graduate programs, a fellow program, and various executive development programmes. Further details at [www.nitie.ac.in](http://www.nitie.ac.in)

NITIE Diversity, Equity and Inclusion, DEI Cell has been created with the objective to create sensitivity and awareness towards various social groups and enable an inclusive work environment. The cell undertakes various activities covering students, faculty, staff and extend community and stakeholders of NITIE. Over the time, the cell aims to be a thought leader in the space of DEI by undertaking research, teaching, training, industry associations and co-partnerships.

The cell is headed by a Chair (DEI Cell) and three Faculty, who are the members of the cell. In our pursuit, we understand and value the gravitas of NEP-2020 and wish to bring pride to the nation by contributing through our NIICE project.

### **NITIE Invites Application for**

**Project staff (full-time)** under the “Diversity, Equity and Inclusion Cell”.

**Project title:** NITIE Inclusion Initiative in Children Education (NIICE)

**Age:** Below 30 years, preferred

### **Essential Qualifications & Experience**

NITIE is hiring full-time project staff (under DEI cell) to support a wide range of research and active coordination of the institute with schools-colleges -industry- as well as liasoning with NGOs. The project staff will be expected to work independently within the scope of their responsibilities. Responsibilities include but are not limited to undertaking day to day social impact initiatives of the institute that are conducted under the aegis of DEI Cell. Research activities would entail collecting data and preparing white papers, reports, and presentations. Also, this will require an understanding of social domain, designing surveys, and analyzing trends

Passionate candidates with a postgraduation or higher in Social Sciences, social work, Gender Studies, psychology, or MBA in Human Resources can apply. Preference will be given to applicants having experience in designing and conducting surveys, coordinating with various organizations, and developing research reports.

**Job Profile:** The selected candidate will be engaged in:

- Administrative support - Initiating and coordinating DEI activities at the institute, Operational and tactical tasks in DEI initiatives

- Research - Undertaking research in the DEI domain- literature review, conducting survey and analyze data and preparing white papers
- Academia- Liaisoning with schools, NGOs, government authorities, industries, and providing support in development programs- Identifying & collecting reading material, preparing research reports and case writing

**Skills:** Applicants should:

- have excellent written and verbal communication skills
- understanding of social fabric of India
- must be self-motivated
- be able to work in a team
- have strong research and problem-solving aptitude
- have knowledge of MS Word, EXCEL, and PowerPoint.
- an ability to comprehend and undertake systematic literature review.
- be able to interact with the community in local language will be preferred.

**Remuneration:** The maximum salary will be Rs. 30,000/-pm (consolidated). The amount will be fixed based on the qualifications and recommendations of the selection committee. Meritorious candidates may be “**considered for Fellow (PhD) program**”, as per institute norms and fellow admission procedures of the Institute.

Interested persons may send soft-copy of their CV by e-mail “**Application for Project staff under DEI**” to PC Office : [pcoffice@nitie.ac.in](mailto:pcoffice@nitie.ac.in), within two weeks from date of this advertisement.

The employment is purely temporary in nature and will be for a period of **89 days** which may be extended for another six months at the discretion of the competent authority. Eligible candidates will be called for interview as per the recommendation of the screening committee. Fulfillment of minimum qualification is not a claim for receiving interview call. The institute reserves right to reject any/all applications without assigning any reason. No interim correspondence will be entertained.

Form link: <https://forms.gle/Lkyzro5Uxykse4scA>

The last date: 01/12/2022