NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE), Mumbai

Advertisement for hiring of Office staff on Outsource Basis

No. NITIE/Admn/2023   Dated: 01st March 2023

NITIE Mumbai invites online applications for filling up the post listed below on **outsource basis (through manpower agency)**. The applications received through NITIE Mumbai online portal shall only be considered.

Last date of online application submission **March 21, 2023 upto 5:30 pm.**

-Sd-
Deputy Registrar (Admin)

No. NITIE/Admn/2023   Dated: 01st March 2023

NITIE Mumbai invites online applications to fill the following post for Institutional services on outsource basis (through manpower agency).

Ser.	Name of the post and number of positions	Essential and Desirable Criteria	Job responsibilities	Age	Remuneration
1	**Library Assistant (01 UR)**	Essential Educational Qualification: Bachelor's Degree in Library Science/Information Science/ Documentation Science or an equivalent. Professional Degree Experience: Eight (08) years relevant experience having a minimum three (03) years' service in Educational Library Management. Candidates with experience in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization. Knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred. Required Experience / Skills: Two years in a Library/ Computerization of a Library or one-year certificate in computer application from a recognised Institution or equivalent. Desirable: (1) 55% marks are desirable at Degree and Diploma. (2) Higher academic qualification and/ or experience. (3) Knowledge of Library automation & networking. (4) Should have computer literacy and experience of working with computer office application.	To assist the Library officer / LIO in offering the library services to the Faculty and the students, to assist the faculty and students to secure books, articles and other teaching and research materials. To assist in acquiring, organizing, managing and distributing library resources and ensuring that library provision meets the needs of all its users. To assist in selecting, developing, cataloguing and classifying library resources. Liaising with departmental academic staff, external organizations and book suppliers. Upkeep of Library records and equipment.	Preferably below 35 years	₹ 50,000 – ₹ 55,000/- per month (Consolidated and all inclusive)

2	**Technical Assistant (Digital Library)** Post : 02 (UR)	Essential Educational Qualification: Three-year Diploma Course in Computer Engineering with minimum eight (08) years relevant post qualification experience **OR** BCA with minimum six (06) years relevant post qualification experience **OR** B.E/B.Tech (Computer Science & Engg/ Information Technology)/ MCA with three (03) years relevant post qualification experience in reputed academic institutions of diversified experience in providing IT support in corporate as well as in IITs or other technical institutes of higher education. Essential Experience: a. Minimum 2 years experience in academic / research libraries in handling all Library functions and services Experience in handling research publications, citation databases and archiving. c. Knowledge of basic computer operations and office applications such as Word, Excel etc. Candidates should have working knowledge in library management software (koha/Libsys etc), Institutional repository software (Dspace / Eprints etc) in Linux environment and excellent technical & communication skills Candidates with experience in a Government, Semi Government, recognized University/ Technological Institution of national standing etc. or at an equivalent level in a reputed private organization possessing knowledge of computerized library environment, Computer literacy and ability to work independently will be preferred.	System Support; Database Administration; Institutional Repository; Identity Card Distribution; Remote Access Service Support Bachelors in Library and Information science (MLISc / M.Sc Library and Information Science) with first class.	Preferably below 35 years	₹ 40,000 – ₹ 45,000/- per month (Consolidated and all inclusive)
3	**Network Engineer** (To work on activities related to network administration and network	Essential Educational Qualification: B.E/B. Tech in Electronics, Telecommunication, Computer Science, Information Technology, Network Technologies or a related field. **Desirable Certification in**: • Access Wireless • Access Wireless WiNG	• Execution of a wide-range network management duties with installations, repairing, maintenance, improvements, and general support for Extreme network equipment. • To install, upgrade, and overall support for routers, L2 and L3 switches, firewalls, WAN accelerators, load balancers, and more.	Preferably below 35 years	Rs.55,000/- to Rs.70,000/- per month (Consolidated and all inclusive)

management of the institute.) (01) UR	- Campus EXOS Switching & Routing - Campus Fabric Switching & Routing - Extreme Cloud for MSP - Extreme Control **Experience:** 3-5 years of network administration in educational institutes/organizations. Managing Extreme Network is desirable. **Essential Skills** 1. An analytical mind 2. An ability to learn new technologies quickly 3. Good time management skills 4. An ability to follow processes 5. Strong documentation skills 6. Good communication skills – both written and verbal 7. Commercial and business awareness	• To evaluate, check, and set up all software and hardware update to the network service and infrastructure. • To support the alignment and deployment of core network application workload, which needs constant learning of new devices (i.e., Nexus switches, ASR routers, and long-haul optical tools). • To perform the network monitoring of overall network devices and servers using a group of tools to ensure availability within SLAs. • Review network operation data for capacity and planning purposes. • To assist in the development, implementation, testing, and disaster recovery plans. • Connect with vendors for obtaining all required IT infrastructures. • To troubleshoot network and internet connectivity throughout the company's set-up. • To provide end-user support and issue resolution. • Research and recommend technologies to support business needs.		
4	**Application Support Engineer** (To work on activities related to network administration, network management, application support and video conferencing set-up of the institute) (01) UR	Essential Educational Qualification: Any graduate Essential Certification: Microsoft Certified Solution Expert (MCSE)/CCNA certification. **Experience:** 8-10 years of network administration and application support in educational institutes/organizations. **Essential Skills** 1. An analytical mind 2. An ability to learn new technologies quickly 3. Good time management skills 4. An ability to follow processes 5. Strong documentation skills 6. Good communication skills – both written and verbal 7. Commercial and business awareness Preferably: Graduate with Government recognised Degree/Diploma in Hardware and Networking.	1. Handling more than 100 PCs on Network. 2. Handling Desktop, laptop, thin client, hardware problems, and Virtual Machines setup. 3. Hardware and Software Troubleshooting in Desktops & Laptops 4. Solving Client-side problems of Microsoft O365, Outlook express. Configuration, Troubleshooting & Recover PST. 5.Installation of Operating Systems like Win 2000 Pro. & Server, Win Server 2016 R2, Win Server 2019 R2WinXP& Win7, win8, Win 10, Linux. 6.Giving support in installation & maintenance of Software. 7.Configuring of Local Area Network. 8.Data Backup. 9.Configuring troubleshooting of IP address-related issues. 10. Installation & troubleshooting of network	Preferably below 35 years	Rs.55,000/- to Rs.70,000/- per month (Consolidated and all inclusive)

| | | | printer.
11. Managing file and folder level security.
12. Performing the backup and restore tasks.
13. Installation & troubleshooting of Multipurpose and network printers.
14. Assembling, Troubleshooting & Formatting of Thin Client PC.
15. Experience in Video Conference setup for the VC meeting and experience in online platforms like WebEx, MS Teams, and Zoom.
16. Application Support & Troubleshooting on GeM portal and E-Procurement portal.
17. Installation & troubleshooting support for CPLEX, Anylogic, Anylogistix, SPSS, and AMOS software.
18. Strong knowledge of Mail Server (Microsoft Exchange Server, O365, Mail server & Messaging Server version 10.0.2)
19. Migration of the data from the old server to the new server.
20. Migration of Physical servers to Virtual Servers and Virtual Servers to Physical servers using VMware Vcenter Converter Standalone Client.
21. Creating and maintaining the PowerShell scripts that generate reports to identify objects for clean-ups, such as stale user accounts, empty groups, and disabled computer accounts Give the Server relate all Backup for Example System State Backup through WBADMIN command, Group Policy, DNS & DHCP Backup and store Different HDD and Tape Drive.
22. Scanning and Cleaning for Viruses or Malware. Endpoint security
23. Scheduled downtime and notices for Server Relate issue.
24. Deploy windows patches.
25. Installation, Implement & Configuration of Domain & Workgroup, Configure of DNS & DHCP server. | | |

		26. Administrator of servers included creating & Deactivating User Account ids as per company policy. Manage user's login/profiles problems, monitor systems activity/security, file system administration, systems devices and network services, backup/restoration of user's data & Group in Domain. 27. Permission to users, and groups, access to files & folders with Disk Quota		

GENERAL INSTRUCTIONS:

(a)   Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying.

(b)   The engagement shall be purely on outsource basis through manpower outsourcing agency of the Institute and period of engagement shall be purely dependent on the requirement of the Institute. The salary will be paid through manpower agency contracted by NITIE Mumbai.

(c)   Please note that this is purely a temporary appointment, and selection does not entitle for any claim what-so-ever of permanency or regularization against any regular post or any vacancy arising in future in this or any other cadre/post on the basis of this service. The Institute can fix the consolidated salary lower/ higher in the given range.

(d)   No correspondence whatsoever will be entertained from candidates regarding conduct and result of interview and reasons for not being called for written test / interview or selection.

(e)   The details filled-in by the applicants in the application form will be duly verified before publishing the results. If the candidates fail to provide the authentic proof for the details filled-in by them, their candidature will be summarily forfeited.

(f)   Only the candidates shortlisted for next stage of selection process will be informed by email regarding date, time and venue for selection process. The institute will not be responsible for any delay and / or any discrepancy in the contact details provided in the application form.

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

(h)   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.

(i)   Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.

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

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

(l)   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.

(m)   No claim for any service benefits like PF, Pension, Gratuity, Medical Allowance, Seniority & Promotion etc. from this contract appointment will be admissible.

(n)   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 engage the candidate on contract basis on tenure appointment, based on the work experience and to fix the tenure of appointment.

(vii)   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.

(viii) To extend the closing date for receipt of applications.

(o)   No campus accommodation will be provided.

(p)   APPLICATION SUBMISSION (a) Candidates are required to apply ONLINE only from 01st March 2023 to 21st March 2023 upto 05:30 p.m. (b) For submission of application through ONLINE mode, please visit: http://nitie.ac.in/application_portal/index.php (c) There is no application fee for applying. (q)   Incomplete applications will be summarily rejected.

(r)   Please write to disc.website@nitie.ac.in for any technical queries and nitierecruit@nitie.ac.in for advertisement related information.