



National Institute of Industrial Engineering (NITIE) Mumbai
(Ministry of Education, Govt. of India)

Vihar Lake, P.o NITIE, Mumbai 400087

STAFF RECRUITMENT NOTICE (GROUP A posts)

(Advertisement No:NITIE/03/2023 dated 26.04.2023)

National Institute of Industrial Engineering (NITIE) Mumbai is a premier Institute known for its post graduate level education programmes in Industrial Engineering and Management.

ONLINE applications are invited from the Indian Nationals presently with consistently excellent academic record and relevant work experience for filling up the following Group A posts in NITIE Mumbai as per details given below:

S. No.	Name of the post	No. of vacancies						Age limit (as on closing date of receipt of application)	Mode of Recruitment
		UR	EWS	SC	ST	OBC	Total		
01.	Deputy Registrar Level-12 (78800-209200)	01	-	-	-	-	01	Below 45 years	on Deputation/Contract basis only*
02	Assistant Registrar Level 10 (56100-177500)	01	-	-	-	01	02	Preferably below 40 years	Direct Recruitment

* This post is deputation /contract post for a maximum period of 05 years. The terms & conditions of the appointment on deputation will be governed in accordance with DoPT OM No.6/8/2009-Estt. (Pay II) dated 17 Jun 2010 and as amended from time to time and its applicability to NITIE Mumbai.

Last date for receiving the application: 16.05.2023

A. Prescribed Educational and other Qualifications required for Deputy Registrar on Deputation/Contract Basis:

Officers from the Central / State Governments or Institutes of national importance or Universities / University level Institution or PSU / Industry

(i) Holding analogous post

OR

(ii) With at least 05 years' service in posts carrying Pay Level 11 as per 7th CPC (Grade Pay of Rs. 6600/- as per 6th CPC) or its equivalent and having experience in administration, establishment and accounts matters

AND

iii) Possessing educational qualification and experience as prescribed at 1, 2 and 3 below.

1. Essential: Masters' degree or its equivalent in any discipline from a recognized University / Institute with at least 55% marks or its equivalent Grade 'B' in the UGC 7-point scale.

2. Experience: At least 9 years' experience as Assistant Professor in the AGP of 6000/- and above with experience in educational administration

OR

Comparable experience in research establishment and/or other institutions of higher education.

OR

5 years of administrative experience as Assistant Registrar or equivalent.

3. 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.

B. Prescribed Educational and other Qualifications required for Assistant Registrar on Direct Recruitment Basis:

Essential:

A Master Degree in any discipline with at least 55% marks or its equivalent Grade of 'B' in the UGC 7-point scale from a recognised University / Institute with excellent academic record.

Experience:

- (i) At least 05 years' relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institution or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs, Finance /Audit & Accounts, Estate Management etc. in the Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.
- (ii) Experience in handling computerized administration / financial matters.
- (iii) Proficiency in the use of variety of computer office applications, MS Word, Excel, Power-point or equivalent is a must.

Desirable

- (i) A degree in Law / Management / Engineering/ Actuarial Science from a recognized University/Institute.
- (ii) Chartered or Cost Accountant qualification (CFA/CS/CA/ICWA) or equivalent degree from a recognized University/Institute for the post of Assistant Registrar (Accounts/Audit).
- (iii) Experience in handling computerized administration/legal/financial /establishment matters.
- (iv) A Chartered or Cost Accounting degree or Diploma for the post of (Finance and Accounts).

General:

1. All applicants must fulfil the minimum essential requirements of the post as 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.
2. Allowances are admissible as per Central Government Rules and Gratuity, NPS, LTC, Leave, etc. as per the rules of the Institute. Interested candidates possessing requisite qualifications and experience may apply in the prescribed form by visiting the Institute website: <https://www.nitie.ac.in/careers>. Those working in CFTIs/Government/Semi-Government/PSUs, Autonomous Bodies etc. should apply through proper channel and shall submit NOC from the respective organization.
3. Candidates should read carefully the requisite minimum essential qualifications, age and eligibility, experience criteria etc. laid down in the advertisement before applying for the relevant post. Since all the applications will be screened on the basis of data submitted by the candidate in the online application form, the candidates must satisfy their suitability for the position to which they are applying. If at any stage during the screening, recruitment and selection process and even after appointment, it is found that candidates have furnished false or incorrect information, their candidature will be rejected/cancelled/terminated immediately. The institute take no responsibility for incomplete/incorrect information. No correspondence in this regard shall be entertained at later date.
4. Application once submitted cannot be altered / resubmitted, under any circumstances. Further, no request with respect to making changes in any data/ particular entered by the candidate in the Online Application will be entertained, once the application is submitted successfully. Therefore, please keep all data/ details ready before you start filling up the Application Online.
5. **Application Fee: Rs.500/- (Rupees five hundred only)** must be paid through the recruitment portal payment gateway. The application is considered as a submitted application only after the payment of fees. **The fee once paid will not be refunded or re-adjusted under any circumstances. No fee is required for SC/ST, PwD category & Woman Candidates. No application fee for Internal Candidate.** The fee has to be paid through the link provided inside the portal.
6. The candidates applying for more than one position are required to pay application fee for each position separately, as applicable as above.
7. Fulfilment of qualifications and experience is an essential requirement. The candidate will be called for certain evaluation process while progressing ahead in the stage(s) of recruitment / selection, following the standards in general. In case, applications received are in excess of the

number of posts advertised for the vacant posts, the Scrutiny / Shortlisting Committee may formulate additional criteria for shortlisting, based on academic performance and/ or years of experience of the applicants or it may so decide, and the shortlisted applicants will be called for certain evaluation process and subsequent stage(s) as applicable on qualifying the same as per decision of the Institute. Also, the candidates are advised to include their entire experience and academic performance at the time of filling the Online Application Form. No request for addition/ deletion later will be entertained. The candidate's eligibility will be assessed based on the information provided in the online application form. No additional documents will be allowed to be added later.

8. In case of any dispute / ambiguity / confusion that may occur in the process of selection, the decision of the Director, NITIE Mumbai shall be final.
9. No Upper age limit for regular employees of NITIE Mumbai, who are educationally qualified.
10. The reservations/ relaxations, if any, and the percentage thereof, for PwD / Ex-servicemen will be as per current Central Govt. Orders.
11. The age of superannuation for posts at S1.2 is 60 years.
12. The list (indicating only the Registration numbers) of Shortlisted and Non-Shortlisted candidates will be displayed on Institute Website viz. <https://www.nitie.ac.in/careers> after the process of shortlisting of the candidate is completed. The applicants must visit website regularly. Representations on the shortlisting, if any, must reach the Institute within a period of 10 (ten) days from the date of publication of such lists, on the email nitierecruit@nitie.ac.in.
13. **Please NOTE:**
 - i 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 written test / interview, 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.
 - iv The selected candidates will be appointed on deputation basis for a maximum period of five years. The period may be curtailed/ extended in the interest of administrative exigencies on mutual consent of the lending/ borrowing departments, subject to consent, but will not entail any right for absorption.

Interested persons fulfilling the minimum eligibility criteria may apply online and upload Documents.

Terms and conditions for the advertised positions:

- (a) The applicant must be a citizen of India. Candidates should have good verbal/written Hindi and English communication skills.
- (b) 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) Offer the post at level lower than that advertised, depending upon the qualifications, experience and performance of the candidate;
 - (iii) To fix criteria for screening the applications so as to reduce the number of candidates to be called for qualifying tests/ written tests/ interview;
 - (iv) 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.
 - (v) To engage the candidate on contract basis on tenure appointment, based on the work experience and to fix the tenure of appointment.
 - (vi) 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.

- (vii) To extend the closing date for receipt of applications.
- (c) **No hardcopy submission** of the online submitted application is required at the initial stage. However, candidates shortlisted for Written Test and / or Interview shall be required to produce the print out of the ONLINE completed and duly signed application along with all supporting educational and experience certificates duly self-attested at the time of Written test/Proficiency test/Computer test/Interview failing which such candidates shall not be allowed to participate in the process.
- (d) Persons serving in Central Government/Attached or Subordinate Offices/Autonomous Bodies/Public Sector Undertaking of Centre may submit their application through proper channel and would be required to produce No Objection Certificate (NOC) from their department to the effect that in case of this selection he would be relieved immediately. The application forwarded by the employing department/organization should be accompanied with certified copies of APARs for the preceding five years, integrity certificate and vigilance clearance certificate and a certificate that no penalty has been imposed on officer in the past, failing which the applications will not be considered and such candidate shall not be allowed to participate in the next stage of the process.
- (e) However, candidates whose application is received through PROPER CHANNEL are exempted from producing NOC at the time of Written test/Proficiency test/Computer test/Interview. No advance copy is required to be submitted by post at the initial screening stage. 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.
- (f) The applicants should go through all instructions, recruitment rules carefully and ensure that they fulfil all eligibility conditions. Their admission to all stages of the recruitment will be purely provisional subject to satisfying of the eligibility conditions.
- (g) Any experience gained after the minimum qualifying degree will only be taken into consideration. More than six months of experience in regular position in any organization will only be considered as total experience. The period of experience rendered by a candidate on part-time basis, daily wages will not be counted while calculating the valid experience.
- (h) Application of those candidates who have successfully submitted their applications online and paid the requisite fees (as applicable) will be considered for next stage of process. Incomplete application will be summarily rejected, and application received after last date shall not be entertained and the Institute will not be responsible for any delay. Keep a printout of online application form for future reference.
- (i) Decision of the Institute in all matter relating to the eligibility of the candidate, Written Test and Interview would be final and binding on all the candidates.
- (j) The appointment of the selected candidates will be subject to their being found medically fit as per the requirements of the Institute.
- (k) The Institute shall verify the antecedents or documents submitted by a candidate at any time, at the time of appointment or during the tenure of the services. In case, it is detected that the documents submitted by the candidates are fake or the candidate has doubtful / unacceptable antecedents / background and has suppressed the said information, then his / her services shall be terminated forthwith and in addition, legal action may be initiated against such candidates / employees as per law.
- (l) In case of any corrigendum / addendum amendments/modifications etc., pertaining to this advertisement, the same shall be published/notified in the Institute's 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.
- (m) 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.
- (n) **TA Reimbursement:** No travelling allowance (TA) shall be paid to the candidates for the written test (The written test is qualifying in nature as per Institute rules) and Interview. However, SC/ST candidates called for Interview will be paid 2nd AC Class Railway fare (or equivalent) in respect of Group 'A' staff posts from the place of duty/residence to Mumbai and back by the shortest route. The reimbursement of admissible amount will be made through transfer to their Bank Account on submission of NEFT details by the concerned candidate, and no cash will be paid on the spot. SC/ST candidates already in Central/State Government

organizations, Autonomous Body, Public Sector Units etc. services are not admissible for the same.

- (o) Original educational qualification, experience, and caste certificate etc. should be produced only at the time of written test/interview. However, self-assisted photocopies of testimonials may also be uploaded with the application in support of education qualifications and experience etc.
- (p) The qualification prescribed should have been obtained from recognized University/Institutions.
- (q) Candidates who are awarded gradations under CGPA/GPA system in respect of Master's Degree need to submit correct percentage of marks obtained as per the University/Institute guidelines for conversion of CGPA/GPA to appropriate percentage.
- (r) The details filled-in by the applicants in the online 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.
- (s) Only the candidates shortlisted for next stage of screening /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.
- (t) The application form without the uploaded self-attested copies of all relevant certificates (both experience and education) will be rejected. Applications received off-line and or found to be incomplete in any manner will be considered incomplete and thus rejected summarily.
- (u) Candidates are required to bring printout of emails/interview call letters at the time of Written test and interview along with the copies of the relevant certificates in original for verification.
- (v) Canvassing in any form and / or bringing any influence, political, or otherwise, will definitely be treated as a disqualification for the post applied for.
- (w) Institute strives to have a workforce which reflects gender balance. Women candidates are encouraged to apply.
- (x) 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 and Interview. Candidates will be called for Written test and Interview after scrutiny of the applications.

NOTE:

- (y) The appointing authority may at its discretion discontinue the appointment and or tenure/term of engagement:
 - (i) 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.
 - (ii) 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.

Follow up after applying

- (z) Candidates once applied should visit Institute website and portal regularly for status updates in recruitment.
- (aa) Screened list of eligible candidates with application number will be displayed on the Institute website, after screening is done. Information regarding selection test, Interview schedule etc. will be communicated through the Institute website and email. The Institute will not be responsible in any manner, if, candidate fails to visit/access the website in time. Candidates are requested to visit Institute website regularly.
- (bb) 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.
- (cc) List of Shortlisted candidates will be displayed on the Institute's Website. Applicants are instructed to visit the website regularly.
- (dd) Shortlisted candidates will be informed through email only and no separate communication will be sent.
- (ee) **The candidates are required to apply ONLINE only from 26.04.2023 to 16.05.2023 up to 05.30 P.M. Both dates are inclusive.**

- (ff) **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.**
- (gg) Queries related to technical issue faced while filling up online application form to be sent to:
disc.website@nitie.ac.in/nitierecruit@nitie.ac.in

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