



ADVT.NO.1/DR/15.03.2018

**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE), Mumbai**  
**(An autonomous Institute under the Ministry of HRD, Govt. of India)**

NITIE invites applications for the post **DEPUTY REGISTRAR** in the pay scale of **Rs.15600-39100 + GP 6600/- (pre-revised) – 2 Posts (General) on direct recruitment basis.**

**Qualification & Experience**

**Essential:**

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

**Experience:**

- i) 9 years' experience as Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration, or
- ii) Comparable experience in research establishment and/or other institutions of higher education, or
- iii) 5 years of administrative experience as Assistant Registrar or equivalent.

**Desirable:**

- i) Qualification in area of Management / Engineering / Law / Chartered or Cost Accounting.
- ii) Experience in handling computerized administration/ legal/ financial/ establishment matters.

**Age : Preferably below 45 years**

**General**

Allowances are admissible as per the Central Government rates, Gratuity, NPS, LTC, Leave, etc. as per the rules of the Institute. Interested persons who fulfil the minimum eligibility criteria may apply in the prescribed form available on the Institute website: [www.nitie.edu](http://www.nitie.edu). The duly filled-in PDF form may be mailed to [nitierecruit@nitie.ac.in](mailto:nitierecruit@nitie.ac.in). Hard copy of the filled-in application superscribed with the 'post applied for' on the envelope with self-attested copies of certificates and testimonials along with recent passport size photograph affixed, must be sent addressed to The Director, NITIE, Vihar Lake Road, P.O. NITIE, Mumbai 400087 **within three weeks** from the date of advertisement along with **Demand Draft of Rs.200/-** in favour of 'NITIE' payable at Mumbai as application fee in case of General/OBC candidates. SC/ST/PwD and internal candidates are exempted from payment of application fee. The Institute reserves the right to reject any/all applications without assigning any reason. Incomplete application and application not in the prescribed format shall be rejected.

1. Candidates working in Government / Public Sector Organisations must send their applications through proper channel. No age restriction for internal candidates. **Online submission of application in the prescribed form through email is mandatory.** No interim correspondence will be entertained.
2. All the details furnished in the application will be treated as final and no changes shall be entertained.
3. Candidates are advised to satisfy themselves before applying that they possess the minimum essential qualifications and experience (if any) laid down in the advertisement.
4. The prescribed essential qualifications/experience indicated are bare minimum and mere possessions of same will not entitle the applicants to be called for selection process.
5. In respect of equivalent clause in essential qualifications, if a candidate is claiming a particular qualification as equivalent qualification as per the requirement of this advertisement, then the candidate is required to produce order/letter in this regard, indicating the authority with number & dates under which it has been so treated, otherwise the application is liable to be rejected.
6. Candidate should ensure that they have requisite qualification from recognized Board / University / Institute.
7. The Institute shall verify the antecedents and documents submitted by a candidate during the tenure of his/her service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/background and has suppressed the said information, then his/her service shall be terminated and legal action may be initiated against such candidates/employees.
8. Certificate in support of experience should be in proper format i.e. it should be on the organizations letter head, bear the date of issue, specific period of work, salary, name and designation of the issuing authority along with their signature and stamp
9. Application without photograph, signature and necessary certificates in support of their application shall be summarily rejected.
10. Eligibility of a candidate for the post applied shall be considered as on the last date of submission of Application, as per criteria specified in the Advertisement.
11. Decision of the Institute in all matters relating to the eligibility of the candidate, screening/skill/written test and selection would be final and binding on all the candidates. No correspondence or personal inquiries shall be entertained.
12. In case of any inadvertent mistake in the process of Selection which may be detected at any stage even after the issue of Appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate.
13. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final.
14. Candidates are advised to mention their correct and active email address in the online application, as all the correspondence like issuance of call letter or any other information will be communicated through email only.
15. Addendum / corrigendum if any, in respect of this advertisement shall be published only on <http://www.nitie.edu/careers/staff-recruitment>
16. Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Mumbai only.
17. Canvassing in any form will be a disqualification