Invites applications for the following Positions:

1. **DEPUTY REGISTRAR** (PB-3, Rs.15600-39100 + GP 6600) - **02 Posts (UR)**
2. **ASSISTANT REGISTRAR** (PB-3, Rs.15600-39100 + GP 5400) - **01 Post (UR)**

Further details and application form can be downloaded from our website: [www.nitie.edu](http://www.nitie.edu) Completed applications in the prescribed format along with enclosures should be sent to 'The Director, NITIE, Vihar Lake Road, P.O. NITIE, Mumbai-400087 within three weeks from the date of advertisement.
NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
(An autonomous body under the Ministry of HRD, Govt. of India)

National Institute of Industrial Engineering is an apex Institute imparting outstanding education in Industrial Engineering, Industrial Management, Manufacturing Management, Project Management, Industrial Safety & Environmental Management and related areas at the Post Graduation and Doctoral levels. NITIE invites applications from the eligible candidates for filling up the following posts of Deputy Registrar and Assistant Registrar on direct recruitment basis:

1. DEPUTY REGISTRAR (Rs. 15600-39100 + GP-6600) - 2 Posts (UR)

QUALIFICATION & EXPERIENCE: Post Graduate Degree with at least 55% marks or equivalent Grade. 8 years experience as Assistant Registrar or in post carrying pay in PB-3 of Rs. 15600-39100, with Grade Pay of Rs. 5400/- OR Comparable experience in research establishment and other institution of higher learning OR 8 years experience as a Lecturer in a College or an University with experience in educational administration.

Candidates should have leadership qualities and requisite experience in one or more of the following areas: Accounting, Auditing and Financial Procedures OR Administrative matters including legal, recruitment, establishment OR Academic matters such as conduct of examinations, maintenance of students' records, award of scholarships, degree, etc., OR Materials Management, Procurement/Distribution of Materials, Import procedures/Stores accounting, Stock verification, etc. Practical experience of using relevant software in related area is essential.

Age Limit: Preferably below 50 years

2. ASSISTANT REGISTRAR (Rs. 15600-39100+ GP-5400) - 1 Post (UR)

QUALIFICATION & EXPERIENCE: Graduate in Arts/Science/Commerce/Engineering/Technology/Business Administration with 10 years experience in Administration /Accounts /Academic/Finance, out of which 5 years experience as Section Head or equivalent to supervisory capacity in a residential College or an Institute of higher learning. Experience and/or qualification may be relaxed in exceptionally outstanding candidates, at the discretion of the Institute.

Age Limit: 35 years.

Eligible candidates will be called for interview as per the recommendations of the Screening Committee constituted for this purpose. Interested candidates who fulfill the minimum eligibility criteria may apply on the prescribed form downloaded from the Institute website www.nitie.edu The duly filled-in PDF form in the applicant's name may be mailed to nitierecruit@nitie.edu and hardcopy of the filled-in application attached with all attested copies of certificates & testimonials along with a recent passport size photograph affixed, must be sent to the Director, NITIE, Vihar Lake, P.O. NITIE, Mumbai-400087, within three weeks from the date of advertisement along with a Bank Draft of Rs.200/- in favour of 'NITIE' payable at Mumbai as application fee in case of General/OBC candidates. SC/ST/PD and Internal candidates are exempted from payment of application fee. No age bar for internal candidates. Reservation for SC/ST/OBC/PD candidates as per Government of India Rules will apply. Envelope containing the application should be superscribed with the name of the post applied for. Candidates working in Government / Public Sector Undertakings must send their applications through proper channel. Submission of application through email is mandatory.