



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE) Mumbai  
(An autonomous institute under the Ministry of HRD, Govt. of India,  
Vihar Lake Road, Powai, Mumbai 40087)  
Website : [www.nitie.edu](http://www.nitie.edu) or [www.nitie.ac.in](http://www.nitie.ac.in)

National Institute of Industrial Engineering (NITIE) was founded in 1963 as a collaborative effort between the Government of India and the International Labour Organization. NITIE prepares students for a seamless induction into industry and academia by blending management principles and technical skills. NITIE has been providing solutions to the complex problems of industries. Currently, NITIE offers 5 Postgraduate programmes, Fellow programme, One year Executive programs, Management Development programs (both open and company specific programs) and take up sponsored research project & Consultancy services. Further details at [www.nitie.edu](http://www.nitie.edu) or [www.nitie.ac.in](http://www.nitie.ac.in).

Dean SRIC office coordinates the Sponsored Research Projects (both Internal & external), Publication of In house Journal, Conducting Executive education & training Programmes and Consultancy services to wide range of organizations across Manufacturing, Service and government sectors.

NITIE Invites Applications for the following 03 posts:

1. One Project Staff- To work on activities related to NITIE publications and data base management, web portal and IT related activities at the SRIC office.
2. One Project Staff- To work on activities related to sponsored research activities and managing the endto-end process of sponsored research projects executed through SRIC office.
3. One Project Staff- To work on activities related to enhancing and strengthening the industry connect activities through Executive development programs and consulting services offered by Institute. Each of the above Project Staff will be appointed for a period of one year duration extendable for a maximum period of one year based on performance and the achievement of the project activities.

**Role & Responsibilities of the Project Staff, SRIC Office**

- I . Report to Dean SRIC and Professor in Charge (Industry Connect), Professor in Charge (Research), and Professor in Charge (Media Relations)
2. Facilitating and providing support for all the activities includes promotion through e-mail / telephone, correspondence, database management, reports generation and other related activities to executive education (open and company specific) programs. Develop links with the industry, the investment community, and relevant government authorities.
3. Facilitating and providing support to all consultancy projects which includes promotion of consultancy services, data collection/analysis, report preparations etc.
4. Facilitating and providing support to all Sponsored research-related activities including publications of inhouse journal, documentation and other administrative process. Interact with wide range of research funding organizations and identify new opportunities for research funding.
5. Facilitating and providing support to International Relations
6. Coordinate the activities of Dean SRIC office, assisting Dean SRIC, PIC-Industry Connect, PIC Research, PIC International Relations, and PIC Media relations in their respective activities.
7. Effectively interact with various offices of the Institute like Administration, Accounts, Computer centre, Academics, CPSC, Library as per the requirement to get the assigned work done.
10. Use of proven project management tools and control processes. Monitor the expenses and accounts of various projects and update the implementation budget.
- I 1 . Prepare reports to key stakeholders (internal committees, joint institutional committees, and funding bodies) on a regular/needs basis.
12. Be responsible for the maintenance and updation of data / information on the website.

### **Required Qualifications**

- 1 . B.E / B.B.A./ BCom from reputed Institutions / Universities with additional qualification of MBA (preferred) and excellent academic performance (First class and above at Graduation).
2. Having a relevant work experience of 1-3 years in a reputed Institute or company will be preferred.

### **Desirable Skills**

- 1 . Proficient in MSOffice (Microsoft Excel, Access, Word & PowerPoint, Office 365 ) and also other computer and software functionalities ( with basic programing skills) necessary for the above role.
2. Possess the ability to coordinate with Senior and Junior members of the team effectively & articulate / communicate ( both written and orally appropriately).

3. Be Target-oriented, confident, assertive, and should have an analytical approach.
4. Prior exposure in the field of corporate relations, human relations, recruitment, Accounts and/or marketing, especially in the service industry or educational institution, is desired. Strong marketing skills are necessary.

#### Salary

Rs. 25,000 -35,000 per month Consolidated (inclusive of HRA)

#### GENERAL

Employment is purely temporary. The appointment will be for one year, which may be extended for one more year based on the performance and recommendations by the Dean SRIC.

Eligible candidates will be called for interview as per recommendations of the Screening Committee. Fulfilment of minimum qualification is not a claim (or an interview call). The Institute reserves the right to reject any/all applications or fix the salary commensurate with the experience & qualifications without assigning any reason. No interim correspondence will be entertained.

Interested persons may send their CV with name, address, date of birth, qualification, experience with testimonials, certificates, etc. addressed to Office of Dean (SRIC), NITIE, Vihar Lake Road, Mumbai — 400 087, Email to **recruit.sric@nitie.ac.in** by 03/04/2020, 5 pm.

