

## **NITIE, Mumbai**

National Institute of Industrial Engineering, Mumbai  
An autonomous Institute under the Ministry of HRD, Gov. of India,  
PO NITIE Saki Vihar Road, Powai, Mumbai – 400087

### **Invite Application for: Manager– 1 No.**

NITIE Alumni Association: at NITIE, Mumbai -400087.

NITIE Alumni Association was registered in 1976, under registration of Public Trust (Reg.No.BOM488/76 GBBSD of 31.12.1976) – F- 4314B, at NITIE, Vihar Lake, Mumbai -87. It is an body of Students activities.

**Job Profile:** Website management, Administration of alumni affairs, Liason with alumni and other institutions

Eligibility Criteria:

**Essential:** MBA, Preferably with a specialization in Marketing with at least 3 years of work experience

**Number of advertised post:** 1 No.

**Remuneration:** Consolidated salary Rs. 50,000/- P.M (All inclusive)

**Tenure:** On temporary basis, for a period of 11 Months.

General: Interested candidates may send their CV along with name, address, e -mail, date of birth, qualification, experience with testimonials, certificates, etc. by speed post or registered post in a sealed envelope superscribed “**Application for the post of Manager** “with a copy of testimonials ,and certificate addressed to **Secretary, NITIE Alumni Association, NITIE, Mumbai -400087**

**Email:** [alumnirelations@nitie.ac.in](mailto:alumnirelations@nitie.ac.in)

Eligible candidates will be called for interview as per recommendation of the screening. Fulfillment of minimum qualification is not a claim for interview call. The candidates are advised to ensure themselves that they are eligible for the said position before they submit the application. The Institute reserves the rights to reject any/all application or fix the salary commensurate with the experience & qualification without assigning any reason. No interim correspondence will be entertained. All communication will be made to the email id provided in the application by the candidate. No TA/DA will be paid for attending the selection process, if shortlisted

Application from interested candidates should reach the Secretary NITIE Alumni Association, NITIE, Mumbai -400087 by February 15, 2020.

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### **Invite Application for: Office- Assistant – 1 No.**

NITIE Alumni Association: at NITIE, Mumbai -400087.

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**Job Profile:** Accounting and Administration

#### **Eligibility Criteria:**

**Essential:** Graduate, Knowledge of Tally is compulsory.

**Preferable:** B.Com with at least 3 years of work experience

**Number of advertised post:** 1 No.

**Remuneration:** Consolidated salary Rs.15, 000/- to Rs.18, 000/- P.M. (All inclusive)

**Tenure:** Temporary basis, 11 months which may be extended as per the Association Policy and subject to satisfactory performance.

**General:** Interested candidates may send their CV along with name, address, e -mail, date of birth, qualification, experience with testimonials, certificates, etc. by speed post or registered post in a sealed envelope superscribed “**Application for the post of Office-Assistant** “with a copy of testimonials ,and certificate addressed to **Secretary, NITIE Alumni Association, NITIE, Mumbai -400087**

**Email:** [alumnirelations@nitie.ac.in](mailto:alumnirelations@nitie.ac.in)

Eligible candidates will be called for interview as per recommendation of the screening. Fulfillment of minimum qualification is not a claim for interview call. The candidates are advised to ensure themselves that they are eligible for the said position before they submit the application. The Institute reserves the rights to reject any/all application or fix the salary commensurate with the experience & qualification without assigning any reason. No interim correspondence will be entertained. All communication will be made to the email id provided in the application by the candidate. No TA/DA will be paid for attending the selection process, if shortlisted. Application from interested candidates should reach the Secretary NITIE Alumni Association, NITIE, Mumbai -400087 by February 15, 2020.

