



**National Institute of Industrial Engineering (NITIE) Mumbai**  
**(Ministry of Education, Govt. of India)**  
Vihar Lake, P.o NITIE, Mumbai 400087

**Advertisement No: NITIE/2022/Admn/5**

**Date: 17.06.2022**

**Last date for receiving the online application: 01.07.2022**

<b>Executive Administrative Assistant - (01 position)</b>	<p><b>Essential Educational Qualification:-</b> Bachelor Degree in any discipline from recognized university with at least 55% marks in qualifying degree with 05 years' relevant experience in educational institute of repute / Government / public sector undertakings etc. Good communication skill in English &amp; Hindi Language and secretarial practices Proficiency in the use of variety of computer office applications, M.S Word, Excel, Powerpoint, or equivalent is a must. Knowledge of computer applications and office procedure &amp; secretarial practices.</p> <p><b>Desirable:-</b> Masters degree with relevant experience in educational institute is preferable.</p> <p><b>Age: Preferable below 45 years</b></p> <p><b>Remuneration: ₹.45,000/- to ₹.55,000/- per month (all inclusive) plus ₹.500/- as mobile allowance.</b></p> <p><b>Tenure:- 1 year temporary on contract basis.</b></p> <p><b>Job Responsibility:-</b> Effective communication with institute stakeholders, as directed by the competent authority, skills. Drafting of official mails and documents and coordination with other departments.</p>
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<b>Security Supervisor (01 position)</b>	<p><b>Essential Educational Qualification:</b> Graduation in any discipline (including graduate degree awarded for defense personnel). Diploma in Fire Safety and Security Management will be preferred.</p> <p><b>Minimum Required Experience:</b></p> <p>a. At least 15 years' experience in Defence/ similar experience in handling security and related administrative matters in PSUs/ Educational Institution where 70 or more security personnel were deployed.</p> <p>b. Should be able to write reports in English and good English communication skills.</p> <p>c. Basic knowledge of operating computer. Should be able to monitor CCTV feeds.</p> <p><b>Desirable:</b></p> <p>a. Retired personnel who have served in defence as JCO and equivalent ranks.</p> <p>b. Should also have the knowledge and practical handling of firefighting equipment and emergency response.</p> <p><b>Age: Preferable below 45 years</b></p> <p><b>Remuneration: ₹.40,000/- to ₹.45,000/- per month (all inclusive) plus ₹.500/- as Mobile allowance.</b></p> <p><b>Tenure:- 1 year temporary on contract basis.</b></p> <p><b>Job Responsibility:-</b></p> <p>a. The Senior Security Supervisor will be responsible to establish and operate the Institute's Central Control Room and Emergency Team. Will be responsible for the safety and security of students in campus and to ensure that no unauthorized activities take place in the campus.</p>
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	<p>b. Check and monitor movement of personnel, visitors and vehicles in campus. Ensure that no illegal items including drugs, liquor etc are allowed and consumed inside campus.</p> <p>c. Carry out investigations on matters related to breaches of security or other causalities and submit a detailed report of the same after due investigations. The candidate should be able to work in different shifts as and when required and attend, in person, to any security related emergency at the Institute.</p> <p>d. They are expected to go beyond the call of duty and extend work hours in cases of emergency and if any need arises.</p> <p>e. Be available 'on call-duty' whenever required, to provide emergency cover at all times.</p> <p>f. to provide administrative support to the department / section head for duties assigned from time-to-time.</p> <p>g. Oversees the daily workflow, schedules, and assignments of security staff including security guards and desk clerks. Prepares and conducts training for new hires and current staff including training on workplace searches, drug and alcohol procedures, and related safety and security topics.</p>
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**Notes:**

- a) The applicant must be a citizen of India. Candidates should have good verbal / written Hindi and English communication skills.
- b) All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date for receipt of the applications. They are advised to ensure their eligibility for making an application to the post. No enquiry asking for advice as to eligibility will be entertained.
- c) The prescribed essential qualifications are the minimum. Mere fulfilling of the minimum advertised qualification and experience requirements does not automatically entitle an applicant to be called for interview/test.
- d) The period of experience rendered by a candidate on part time basis, daily wages, etc. will not be counted while calculating the valid experience for shortlisting the candidates for interview.
- e) Reservation/ age relaxation will be applicable as per Government of India rules.
- f) Consolidated monthly remuneration is inclusive of all.
- g) The Institute reserves the right:
  - i. to fix suitable criteria for short listing.
  - ii. to empanel candidates for similar works in future.
  - iii. to fill or not to fill the vacancy or to reject any/all applications/candidates at any stage of selection process or to cancel the advertisement for the above mentioned post(s), without assigning any reason thereof.
  - iv. to increase or decrease the no. of vacancy at any stage of selection process.
  - v. to increase/decrease the tenure of appointment.
  - vi. to cancel the partial or whole selection process.
  - vii. to place a reasonable limit on the total number of candidates to be called for interview.
  - viii. to extend the closing date for receipt of applications.
  - ix. to seek any other certificate including vigilance from the candidates already in service at any time during the process.
- h) No appeal with regards to g) i. to ix. above shall be entertained or accepted by the Institute.
- i) It would not be obligatory on the part of the Institute to call every candidate for interview/test who may possess the essential qualification.
- j) Only the shortlisted candidates will be informed/contacted for the interview/test.
- k) No intimation shall be sent to the candidates who are not shortlisted by the Institute. Institute shall not be responsible for any delay/non-receipt of communication in any mode.
- l) In the case of exceptionally deserving candidate, the Institute reserves the right of granting relaxation in experience.
- m) Mere possession of qualification and experience and / or calling a candidate for interview conveys no assurance whatsoever that he/she will be recommended or selected for the position.
- n) Application form incomplete in any way or not having required educational/experience certificates

- and latest photo affixed will be rejected without any intimation.
- o) No correspondence whatsoever will be entertained from candidates regarding communication delay, conduct and result of test and reasons for not being called for test.
  - p) Canvassing in any form at any stage will be considered disqualification.
  - q) Persons already working in Central/State Government/Public Sector Undertakings/Autonomous organization etc. should send their applications through proper channel. They shall also be required to furnish 'No Objection Certificate' at the time of interview, if applicable. Compliance with this clause is mandatory.
  - r) Medical check-up and Character and antecedent's verification / background check may be carried out of the selected candidate. Institute reserves the right in case of adverse report received, the selection of the candidate will be treated as null and void.
  - s) **Advertised positions require full 24x7 commitment to the Institute.** Therefore, candidates willing to dedicate themselves fully to the Institute are expected to apply. **Advertised positions may be required to perform shift duties as per institute requirement.**
  - t) Appointment orders issued by the Institute shall be provisional. The Institute shall verify the antecedents or documents (subject to character/antecedent/Police verification, verification of all original documents, experience certificate and other relevant documents) submitted by a candidate at the time of test and the appointment. In case it is found at any time that any of the facts / documents submitted by the candidate are falsified or tampered, or the candidate has doubtful antecedents / background and has suppressed the said information, then his/her candidature shall stand cancelled, and services maybe terminated.
  - u) Appointment on contract will be for a period of one year initially and can be extended further, purely based on requirement and performance, as reviewed by the Institute.
  - v) Addendum/deletion/corrigendum (if any) shall be posted on the Institute website only.
  - w) In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidates.
  - x) Candidates who have applied in response to the earlier for any other position within last two years need not apply again. Their applications will not be considered.
  - y) The selection procedure for each level/group of position shall be as per the Govt. of India norms.
  - z) All correspondence from the Institute including interview call letter, shall be sent to the e-mail ID provided by the candidate in the application form.
  - aa) Any matter for which no specific instruction has been given shall be decided by the Institute and the decision shall be final and binding on the applicants
  - bb) Interested candidates who fulfil the eligibility criteria as above may apply online at [https://nitie.ac.in/application\\_portal](https://nitie.ac.in/application_portal). The Online Application Interface shall be opened till 05.30 PM on 01.07.2022.
  - cc) All communications from institute side will be made by Email only. No interim correspondence shall be entertained.

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REGISTRAR**