

CIRCULAR CUM ADVERTISEMENT

Subject: Advertisement for the Post of 'Assistant Registrar', for eligible internal candidates through Promotion mode of selection

Applications are invited from the eligible regular employees of the Institute for the post of **Assistant Registrar**, through Promotion mode of selection.

Candidates with consistently excellent academic record and relevant work experience for recruitment to the post of **Assistant Registrar** in NITIE Mumbai through Promotion mode of Selection, as per details given below may apply:

| S. No. | Name of the post | No. of vacancies | | | | Mode of Recruitment |
|--------|---|------------------|----|----|-------|-----------------------------|
| | | UR | SC | ST | Total | |
| 01 | Assistant Registrar Level 10 (56100-177500) | 01 | - | - | 01 | Promotion through selection |

The selection criteria as per the approved recruitment rules for the post of **Assistant Registrar** by promotion is as below:

Classification: Group A
Age: No Age Limit

Number of Post: 01
DPC : Not Applicable

Prescribed Educational and other Qualifications required for Assistant Registrar, through Promotion mode of selection**Eligibility:**

Open to the Section Head Level Staff having Bachelor's degree and Minimum 08 years' relevant experience in Administration/ Accounts/ Audit of the Institute out of which at least 05 years as Section Head/ Sr. Superintendent/ Accounts Officer/ Equivalent and supervising a Section in Pay Level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC)

Experience:

- At least 05 years relevant administrative experience in supervisory capacity in a Govt. office/university/ technological institute or an organization of repute which may include activities related to examinations, academics, establishment, general administration, R&D, student affairs Finance / Audit & Accounts, Estate Management etc. in the Pay level 7/8 as per 7th CPC (Grade Pay of Rs. 4600/4800 as per 6th CPC) or equivalent.
- Experience in handling computerized administration/ financial matters.
- Proficiency in the use of a variety of computer office applications, MS Word, Excel, Power-point or equivalent is a must.

Mode of Selection: Through Promotion (Failing which by on Deputation/Transfer of Deputation/on contract).

Selection procedure: Written Test (Qualifying in nature) and Interview

Period of probation: 1 year

Last date of application: 16.05.2023 till 05.30 PM

Candidates possessing the requisite qualification and experience to apply online in the prescribed format available on the website: www.nitie.ac.in from 09.00 A.M. on 26.04.2023 till 5.30 P.M. on 16.05.2023.

Soft copy of the application in the prescribed format, duly filled in MUST be sent to nitierecruit@nitie.ac.in

Further, hard copy of the application along with self-attested copies of testimonials, certificates, etc. MUST also be sent to, 'The Director, NITIE', through proper channel.

The circular Ref. No. BS/1007/2023 dated 26.04.2023 on the above subject is treated as cancelled.

This is issued with the approval of the competent authority.

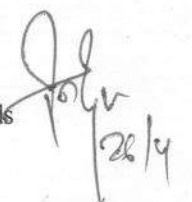

REGISTRAR I/c

Distribution:

All Department Heads and Sections Heads,

All Notice Board / To be uploaded on Institute website and email to all officers, and all section heads

Copy to — Director office


26/4