



## National Institute of Industrial Engineering (NITIE)

(An autonomous body under the Ministry of Education, Govt. Of India, PO NITIE, Vihar Lake Road, Powai, Mumbai - 400087)

NITIE was founded in 1963 as a collaborative effort between The Government of India and International Labor 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 is running five post graduate programs, fellow research program and one-year executive VLFM program.

NITIE invites application for the engagement of Admin Executive for SA & P -2 post purely temporary on contract basis for a period of 3 months which can be extended upto a 1 year and renewed thereafter based on satisfactory performance and as per Institute rule.

### DETAILS OF THE POSTS:

1	<b>Admin Executive (SA &amp; P) – 2 post</b> Monthly consolidated salary Rs.25,000/- to Rs.35,000/- per month	<b>Education Qualification:</b> First Class bachelor's degree <b>Experience:</b> Minimum 01 year of corporate experience as Admin Executive, with hands-on experience on various IT soft skills. Should have familiarity of digital platform. <b>Skills required:</b> 1. Excellent communication skill-Written and oral. 2. Proficient in Excel, power point, e-mail operations, Pwer BI etc
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	<b>Job Description :</b> <ul style="list-style-type: none"><li>• The Admin Executives will support in the Administrative and operational function of the SA &amp; P section.</li><li>• The candidates should have good verbal as well as written communication skill.</li><li>• The candidates should be well versed with the knowledge of Microsoft excel, power points presentations, creating of dash boards, creation of various data base, e-mail operations and related IT skills.</li><li>• The candidate will create a robust database of organization and support in day to day activities of SA &amp; P section.</li></ul>
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### Note:

- a. The applicant must be a citizen of India. Candidates should have good verbal/written Hindi and English communication skills.
- b. Details of notable professional achievements/testimonials /certificates /awards be attached.
- c. The Institute reserves the right: -
  - i. Fulfillment of minimum qualification is not a claim for interview call
  - ii. to empanel candidates for similar works in future.
  - iii. to fill or not to fill the position 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/decrease the tenure of appointment.
  - v. to cancel the partial or whole selection process.
  - vi. to extend the closing date for receipt of applications.

Interested candidates should submit their applications in prescribed format (Annexure -1) and scanned copy of the application MUST be sent along with the relevant certificate/s to email id: [nitierecruit@nitie.ac.in](mailto:nitierecruit@nitie.ac.in) and send the hard copy addressed to **REGISTRAR, NITIE, Vihar Lake Road, Powai, Mumbai- 400087. The last date of application is 10.11.2021 (Wednesday).**

- d. All communications from institute side will be made by Email only. No interim correspondence shall be entertained.

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**REGISTRAR**