



**NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING (NITIE)  
VIHAR LAKE, MUMBAI**

**Advertisement No. NITIE/01/2023**

**Dated 01.02.2023**

**Last Date of Submission of Application: 21 Feb 2023**

National Institute of Industrial Engineering (NITIE) Mumbai is a premier Institute known for its post graduate level education programmes in Industrial Engineering and Management.

Applications are invited for the post of Manager (Placement) on Contract basis only, as per details given below:

<b>Manager Placement (01 positions)</b>	<p><b>Job Profile:</b> The incumbent will be responsible for:</p> <ol style="list-style-type: none"><li>1. Representing NITIE to prospective employers and seeking appropriate new placement opportunities both nationally and internationally.</li><li>2. Coordinate between the students and organizations with respect to application process including, batch profile preparation, CV verification, application forms, assessment test, GDs, and interviews.</li><li>3. Visiting different organizations if required, for pitching of placements.</li><li>4. Continuous communication (verbal and written) with present / prospective organizations and recruiters as and when required.</li><li>5. Gathering and analysing market information, trends and industry / sectorial developments in order to help the Placement Office for strategy formulation.</li><li>6. Acquiring newer information related to Companies / Recruiters using online platforms like Linked-In, and other social media platforms.</li><li>7. Providing inputs from time-to-time to the Faculty members involved in Placement activities based on the analysis done in points 5 and 6 above.</li><li>8. Working closely with the student placement support team of the Institute.</li><li>9. Any other student Placement related requirement as per need.</li><li>10. Any other duties assigned by the Institute authorities.</li></ol> <p><b>Knowledge, Skills, and Abilities:</b></p> <ol style="list-style-type: none"><li>1. Excellent communication skill - Verbal and Written in Hindi and English</li><li>2. Proficient in MS Excel, Word, PowerPoint, Outlook</li><li>3. Ability to set up and prepare for meetings (online / face-to-face mode) at short notice.</li><li>4. Ability to work for an extended period of time of the day, particularly during peak requirements of Placement process.</li><li>5. Willingness to commute within Mumbai and sometimes out of Mumbai for meetings with Industry executives.</li></ol> <p><b>Qualification:</b> Full time MBA / PGDM or equivalent with HR / Marketing specialization from a reputed Institute preferably with NIRF ranking in Management discipline under Ministry of Education.</p> <p><b>Experience:</b> Minimum 2 years of experience in the relevant field as mentioned in the job profile.</p> <p><b>Remuneration:</b> Monthly Consolidated Remuneration (all inclusive): ₹. 1,00,000/- (INR One Lakh only) Per Month plus 1000/- (INR One Thousand only) towards telephone/data charges reimbursement basis.</p> <p><b>Tenure:</b> Initial for one year. Renewable for another year upon satisfactory performance.</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 fulfil 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 on eligibility etc. will be entertained.
- c) The name of the post applied for should be clearly mentioned in **BOLD LETTERS** on the top of envelope. The envelope should be superscribed as "Application for the post of Manager Placement.
- d) 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.
- 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/selection process.
  - 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 e) 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) 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.
- s) The selection procedure for each level/group of position shall be as per the Govt. of India norms.
- t) 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.
- u) 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
- v) Interested candidates who fulfil the eligibility criteria as above should submit their applications through online application portal only: [https://www.nitie.ac.in/application\\_portal/index.php](https://www.nitie.ac.in/application_portal/index.php) on or before **21.02.2023 by 5.00 P.M.** Candidates are requested to upload self-attested PDF files of all degree certificates /testimonials /cast certificate/age proof certificate etc. as file attachment at the portal. Hard copy of the application along with self-attested testimonials, certificates, etc. **MUST** also be sent by Speed Post addressed to, 'The Registrar, NITIE, Vihar Lake Road, Mumbai-400 087', on or before **21<sup>st</sup> February 2023.**
- w) All communications from institute side will be made by Email only. No interim correspondence shall be entertained.
- x) Queries related to technical issue faced while filling up online application form to be sent to: [itsupport@nitie.ac.in](mailto:itsupport@nitie.ac.in)