



**NATIONAL INSTITUTE OF INDUSTRIAL
ENGINEERING**

(An Autonomous body under Ministry of Education (Shiksha Mantralaya), Govt. of India)

NITIE Mumbai intends to engage the services of a Project Assistant (individual) for its MSME projects. Interested eligible candidates may apply. The engagement will be purely on contract basis for a period of 03 months at a consolidated remuneration as per details given below:

Engagement position	Consolidated Remuneration	Qualification, Experience and Job Description
Project Assistant	Rs. 20.000/- per month based on experience and qualification	<p>Essential:</p> <ol style="list-style-type: none">1. Should Graduate/Post Graduate degree.2. Should have more than 12 months of experience in MSME Projects or similar work.3. Should have IT proficiency like power point presentations, MS Excel, Internet operations etc. <p>Preferable:</p> <ol style="list-style-type: none">1. Working knowledge of Administrative work like drafting, noting etc.with good typing speed. <p>Job Description:</p> <ol style="list-style-type: none">i) Project Assistant (MSME Projects) will work closely with the NITIE MSME Team.ii) Liaisoning with external stake holders, Project reports noting and making, Checking of Amounts, Billing related to the project work, making power point presentations on the various reports etc..ii) To work effectively in multidisciplinary teamsiii) To coordinate, monitor and facilitate projects in NITIE

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. to empanel candidates for similar works in future.
 - ii. 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.
 - iii. to increase/decrease the tenure of appointment.
 - iv. to cancel the partial or whole selection process.
 - v. to extend the closing date for receipt of applications.Interested candidates should submit soft copy of their resume to email id: deansa@nitie.ac.in
[Also fill this online form](#)
- d. All communications from institute side will be made by Email only. No interim correspondence shall be entertained.
- e. Last date of application is 10th May 2021, 6.00 pm.