



NATIONAL INSTITUTE OF INDUSTRIAL ENGINEERING
(An Autonomous body, Ministry of Education, Govt. of India)

NITIE Mumbai invites application for engagement of the eligible candidates for the post of Driver Cum Security Guard, purely temporary on contract basis, initially for a period of 1 year: -

Post	Qualification & Experience
Driver Cum Security Guard (Post – 1) Age limit : 35 years Consolidated Remuneration: ₹.25,000/- to ₹.30,000/- all inclusive.	(i) Minimum 12th Standard (10+2) in any discipline from a recognized Board with ability to speak in Hindi, English and conversant with local language. (ii) Must have Government Valid Driving License from RTO of Light/Heavy Motor Vehicle. (iii) Having accident free record and ability to carry out minor repairs to the vehicle. (iv) Willing to perform the duties in shifts. Dress code is mandatory. (v) Knowledge of Tools/ Equipment in the vehicle and Basic technical check before the trip. (vi) Minimum 3 years' experience as Driver in a similar Government Office / Autonomous Institute / reputed organization/ Driver duty to Government officials. Desirable: Minimum 2 years of Experience as Driver (as (v) above) and also 2 – 3 years' experience of Security work in a Government Office / Autonomous Institute / reputed organisation.

Note:

- a) Candidates should have good verbal / written Hindi and local communication skills.
- b) Eligible and shortlisted candidates will be called for skill test.
- c) Consolidated remuneration is inclusive of all.
- d) Number of vacancy may increase / decrease as per the Institute's requirement at any stage of selection.
- e) **SELECTION PROCEDURE:** Candidates who fulfil the eligibility criteria would be required to appear for skill test: Driving and Physical fitness test on the date, time and venue as informed by NITIE in due course of time.
- f) **HOW TO APPLY:** Candidates meeting the eligibility criteria as on 01.07.2021, are advised to send their duly filled in Application Form latest by 24.07.2021 to 'The Registrar, NITIE, Vihar Lake Road, Mumbai - 400087' along with self-certified testimonials.
- g) Prescribed format of Application is attached.
- h) 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 **Driver-Cum-Security Guard**".
- i) No interim correspondence shall be entertained.
- j) Please note that No original certificate is to be submitted with the Application Form. Although, Candidates are required to bring all Original Certificates at the time of interview for verification purpose only.
- k) **DISCLAIMER:** In case it is detected at any stage of recruitment that a candidate does not fulfil the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his /her candidature will stand cancelled. If any of these shortcomings is / are detected even after engagement, his /her services are liable to be terminated. Decisions of NITIE in all matters regarding eligibility, other tests and selection would be final and binding on all candidates. No representation or correspondence will be entertained by NITIE in this regard.
- l) The Institute reserves the right to reject any/all applications without assigning any reason thereof. Incomplete application and application not in the prescribed format shall be rejected.

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REGISTRAR, NITIE