CURRICULUM VITAE

Mr. MAHAVEER SINGH

(Indian Navy – Retired)

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PROFESSIONAL SUMMARY

Highly accomplished **Naval Veteran and administrative professional** with over **20 years of diverse experience** in **academic administration, sailors' establishments, human resources, training governance, logistics, safety management, and technical systems administration.** Possesses strong expertise in **recruitment, service matters, policy compliance, academic planning, and institutional governance**. Proven ability to collaborate effectively with senior leadership, streamline administrative processes, and uphold high standards of operational excellence. Currently serving as **Assistant Administrative Officer at IIT Delhi**, overseeing faculty establishment and service administration.

CORE COMPETENCIES

- General, Academic & Establishment Administration
- Faculty Recruitment, Appointments & Service Matters
- Human Resource Management & Personnel Administration
- Academic Governance & Training Planning
- Office, Records, File & e-Office Management
- Policy Compliance, Service Rules & Statutory Audits
- Vendor, Audit & Financial Administration
- Technical, Safety & Risk Management
- Leadership, Team Management & Coordination
- Inter-Departmental Communication

KEY ADMINISTRATIVE & HR RESPONSIBILITIES

- Recruitment processes including notifications, shortlisting, meetings, and approvals
- Preparation of offer letters, joining formalities, and document verification
- Handling service matters: appointments, promotions, transfers, pay fixation, and increments
- Timely compliance of Performance appraisal
- Preparation of budget proposals, revised estimates, and implementation of approved decisions
- Drafting and reviewing recruitment rules and proposals for creation of posts
- Grievance redressal, disciplinary proceedings, and conflict resolution
- Training needs analysis and professional development planning
- Leave management, salary processing, and HR reporting

PROFESSIONAL EXPERIENCE

Assistant Administrative Officer (AAO)

Indian Institute of Technology (IIT) Delhi
February 2025 – Present

- Managing end-to-end **faculty recruitment, appointment, and confirmation processes**
- Maintaining **personal files, service books,** Leave management, salary processing, and HR reporting **and e-service records**
- Processing **leave, LTC, official tours, and travel sanctions**
- Handling **Provident Fund, pension, retirement, and superannuation cases**
- Maintaining **faculty appraisal and performance evaluation records**
- Acting as **Nodal Officer for e-Office implementation**
- Ensuring strict compliance with **service rules, conduct rules, and institutional policies**
- Administering **employee welfare schemes and service benefits**

INDIAN NAVY

Group 'B' Gazetted Officer
(Gazette of India No. 11 dated 16 March 2019)
Service Duration: ~20 Years

Date of Joining: 31 January 2004
Date of Retirement: 31 January 2024

Missile & Gunnery Institute, INS Dronacharya – Kochi

(Jun 2012 – Jun 2015 | Sep 2020 – Jan 2024)

In-Charge Faculty of Missile (FOM)

- Led **academic administration, training planning, and faculty management**
- Planned and coordinated **professional courses for Officers and Sailors**
- Managed **student affairs, syllabus revision, lesson planning, and instructor allocation**
- Supervised **office administration, correspondence, and training documentation**
- Contributed to **academic governance, audits, and institutional compliance**
- Prepared **budget proposals, revised estimates, and implemented approved decisions**
- Conducted **training needs analysis and professional development planning**
- Oversaw **performance appraisal and service matters** of subordinates

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Instructor – Electrical & Weapon Systems

INS Dronacharya, Kochi *(6+ Years)*

- Delivered specialized instruction on **electrical, missile, and weapon systems**
- Ensured **operational readiness, safety standards, and technical compliance**
- Participated in **curriculum development and instructor assessments**

Onboard & Shore Appointments

INS Chennai | INS Mumbai | INS Dronacharya | WRSTG (Mumbai)

- Maintenance, operation, and troubleshooting of **missile and weapon systems**
- Specialist support for **BrahMos and Uran missile systems**
- Served as **Section In-Charge**, ensuring combat readiness and logistics support
- Appointed as **Security Officer and Safety Officer**
- Functioned as **Master Chief (Admin)** handling personnel, correspondence, and discipline
- Served as **Staff Officer to Commanding Officer** for coordination and liaison
- Held multiple administrative roles:
  Administrative Officer, Liaison Officer, Library Officer, BR/INBR Officer, Assistant Education Officer
- Managed **Non-Public Fund accounting, audits, and vendor coordination**
- Conducted **HR functions,** including grievance redressal, counselling, training planning, performance appraisal, and handling service matters

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EDUCATIONAL QUALIFICATIONS

Qualification	Institution	Year	%
MBA	Pondicherry University	2015	62.14
B.Sc. (Electrical Technology)	CUSAT	2013	79.14
B.Lib. & Information Science	IGNOU	2021	65.11
Bachelor of Arts	University of Rajasthan	2009	47.28
Diploma in Electrical Engineering	INS Valsura (AICTE)	2007	67.70
10+2	BSER, Rajasthan	2003	70.31
HSC	BSER, Rajasthan	2001	72.83

ADDITIONAL & PROFESSIONAL QUALIFICATIONS

- Diploma in Safety Management – NISM (2023) | *Grade A*
- Artificer Apprentice Course – INS Valsura
- Chief Electrical Artificer (Power) – INS Valsura
- Leadership Quality Development Course – INS Agrani
- Management Course – INS Agrani
- Training Technology Course – NIETT, Kochi
- OEM Training – BrahMos Aerospace Pvt. Ltd.
- Specialization in BrahMos & Uran Missile Systems
- MS-CIT – MSBTE, Mumbai

SKILLS

- Leadership & Decision-Making
- Higher-Level Administration & Technical Expertise
- Excellent Written & Verbal Communication
- Proficient in Computers, Office Applications, e-Office & ERP
- Strong Organizational & Administrative Skills
- Calm, disciplined, and dependable professional

LANGUAGES

- English
- Hindi

PERSONAL DETAILS

- **Date of Birth**: 05 March 1986
- **Marital Status**: Married
- **Spouse**: Seema Shekhawat
- **Children**:
    - Yashvardhan (Son, 14 years)
    - Jyotsna (Daughter, 7 years)

INTERESTS

- Music
- Travelling
- Sports

DECLARATION

I hereby declare that the information furnished above is true and correct to the best of my knowledge and belief.

