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.

Served as Assistant Administrative Officer (AAO) at Indian Institute of Technology 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

- Managing recruitment processes: notifications, short listing, meetings, approvals
- Preparing offer letters, joining formalities, and document verification
- Handling service matters: appointments, promotions, transfers, pay fixation, increments
- Ensuring timely performance appraisal compliance
- Preparing budget proposals and revised estimates
- Drafting recruitment rules and proposals for creation of posts
- Grievance redresses and disciplinary proceedings
- Training needs analysis and development planning
- Leave management, salary processing, and HR reporting

PROFESSIONAL EXPERIENCE

Assistant Administrative Officer (AAO)

Indian Institute of Technology (IIT) Delhi
February 2025 – February 2026

- Managed end-to-end faculty recruitment and appointment processes
- Maintained service records, personal files, and e-service books
- Administered faculty service matters covering promotion, movement, confirmation, pay fixation, financial up gradation/assessment, and annual increments.
- Handled CEA, LTC, tours, and travel sanctions
- Processed PF, pension, retirement, and superannuation cases
- Maintained appraisal and performance records
- Acted as Nodal Officer for e-Office implementation
- Ensured compliance with service and institutional rules
- Administered employee welfare schemes
- Handling of Leave Management and processing of the monthly salary.
- Generating reports related to HR matters from time to time

INDIAN NAVY SERVICE

Group ‘B’ Gazetted Officer

(Gazette of India No. 11 dated 16 March 2019)
Service Duration: ~20 Years
Joining: 31 January 2004
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 and training planning
- Coordinated courses for officers and sailors
- Managed syllabus, lesson planning, and instructor allocation
- Supervised administration, correspondence, and documentation
- Contributed to audits and compliance
- Prepared budget proposals and estimates
- Conducted training needs analysis
- Oversaw performance appraisal and service matters
- Oversaw pay fixation and financial up gradation /assessment procedures
- Handling of Leave Management
- Grievance redresses and disciplinary proceedings

Instructor – Electrical & Weapon Systems

(6+ Years)

- Delivered training on electrical, missile, and weapon systems
- Ensured safety and operational readiness
- Contributed to curriculum development

Onboard & Shore Appointments

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

- Maintenance and operation of missile and weapon systems
- Specialist support for BrahMos and Uran systems
- Section In-Charge ensuring combat readiness
- Served as Security Officer and Safety Officer
- Functioned as Master Chief (Admin) handling personnel matters
- Staff Officer to Commanding Officer for coordination
- Held roles: Administrative Officer, Liaison Officer, Library Officer, Education Officer
- Managed audits, vendor coordination, and non-public funds
- Conducted HR functions: grievance handling, counselling, training, appraisal
- Overseeing matters related to performance appraisal
- Processed pay fixation and financial up gradation cases as per service rules
- Coordination and management of personnel and resources

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
B.A.	University of Rajasthan	2009	47.28
Diploma in Electrical Engineering	INS Valsura	2007	67.70
10+2	BSER Rajasthan	2003	70.31
HSC	BSER Rajasthan	2001	72.83

ADDITIONAL QUALIFICATIONS

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

SKILLS

- Leadership & Decision Making
- Administrative & Technical Expertise
- Communication (Written & Verbal)
- Computer Proficiency (MS Office, e-Office, ERP)
- Strong Organizational Skills
- Disciplined and dependable

LANGUAGES

- English
- Hindi

PERSONAL DETAILS

- Date of Birth: 05 March 1986
- Marital Status: Married
- Spouse: Seema Shekhawat
- Children:
    - Yashvardhan (16 years)
    - Jyotsna (10 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.

