

National Institute of Electronics and Information Technology (NIELIT)
Dwarka, New Delhi

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, द्वारका, नई दिल्ली -110077

DETAILED ADVERTISEMENT

NIELIT requires the following person purely on contract basis on consolidated remuneration initially for a period of one year: -

S. No.	Name of the Position	No. of Position	Eligibility Criteria and Experience	Age Limit	Emoluments (Monthly) (inclusive of statutory compliances, if any) [CTC]
1.	Advisor (Personnel, Administration & Purchase)	01 (one)	<p><u>Essential:</u> -</p> <p>Degree in Engineering / Management.</p> <p>Higher Qualification will be an added advantage.</p> <p><u>Eligibility Criteria:</u> -</p> <ul style="list-style-type: none"> • Minimum 25 years of Post qualification experience. • Minimum 5 years of experience of handling Government programs / projects including Personal, administration, legal & purchase matters at a Senior level in a reputed Government / PSU/ Autonomous organization. <p><u>Desirable Experience:</u> -</p> <ul style="list-style-type: none"> • Experience in Legal and Commerce background. • Experience in RFP and EoI making and evaluation. • Good knowledge of GFR and DOPT policies. • Proven experience as Head of Office. • Preparation of MoUs and analyse financials and legal aspects of MoUs. • Handling matters related to Finance and Audits 	<p>Upto 62 Years</p> <p>(Retired Govt. employees upto 62 years of age can apply)</p> <p>(The terms of engagement for retired Govt. employees shall be dealt with in terms of DoE, MoF OM No. 3-25/2020-E.IIIA dated 09th December, 2020, as amended from time to time.)</p>	<p>Up to Rs. 1,50,000/-</p> <p>(Depending upon the qualification and experience)</p> <p>In case of persons retired from Govt./Autonomous Body/PSU etc. Govt./Autonomous Body/PSU etc.</p> <p>i) A fixed monthly amount shall be paid as per the Govt. norms arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement in the case of persons retired from Govt. service.</p> <p>ii) The remuneration in case of officers retired from Autonomous Bodies/Universities and other officers not entitled to pension shall be fixed at 50% of last pay drawn.</p>

Registrar

General Terms & Conditions:

1. Cut-off date for calculating age and experience shall be last date of receipt of applications i.e. 06.12.2023. Duly filled offline application with self-attested supporting should reach on or before 06.12.2023 to the address: Registrar, National Institute of Electronics & Information Technology (NIELIT) NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi-110077. Applications received after the due date shall be summarily rejected.

2. The number of vacancy is tentative and liable to change as per the requirement of NIELIT.

- 3. The Remuneration mentioned above is consolidated salary (CTC). The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.**
- 4. Selection of candidate for engagement to the above mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.**
- 5. The selected candidates will be engaged on contract basis initially for a period of one year, which may be extended depending upon the performance of the candidate.**
- 6. The offer of engagement for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.**
- 7. Candidates will not be entitled to claim any TA/DA for appearing in Interview.**
- 8. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.**
- 9. In the case of any legal dispute, the jurisdiction shall be Delhi.**
