

**NATIONAL INSTITUTE OF ELECTRONICS AND
INFORMATION TECHNOLOGY (NIELIT), AURANGABAD**
CEDTI Complex, Dr. B.A.M. University Campus,
Aurangabad - 431004

Requires the following personnel on contract basis for various projects:

Engagement of retired Government servants on contract basis

Position	Executive (Administration)
Required Section	Admn. & Establishment
Positions expected	02 Nos.
Eligibility	Should be a retired Government Employee from Central Government/Central Government Autonomous Bodies/Public Sector Undertakings Retired Officers not below the rank in Pay Matrix level -7.
Essential Qualification:	Any Degree, preference will be given those who possess Degree in Law
Brief Description of Duties	Assistance in day to day activities of administration: <ul style="list-style-type: none"> (i) Noting & Drafting required for the wing (ii) Diary-dispatch works. (iii) Preparation of various bills and their submission (iv) Handling correspondence and file work (v) Record keeping (vi) Maintenance of Service Books and Personal files (vii) Maintenance of Leave accounts (viii) Compilation & Preparation of various periodical reports (ix) Handling of service matters (x) Preparation/Drafting of MoUs/agreements etc. (xi) Assistance in legal matters (xii) Any other duty of ministerial nature assigned by the HoW
Remuneration:	Between Rs.20,000/- and Rs.25000/- per month depending upon qualification and experience.
Age	Note more than 62 Years (as on 01.04.2018)
Duration of engagement	Initially for a period of 6 months

Position	Executive (Finance & Accounts)
Required Section	Finance & Accounts
Positions expected	02 Nos.
Eligibility	(1) One should be a retired Government Employee from State / Central Government/Central Government Autonomous Bodies/Public Sector Undertakings Retired Officers not below the rank in Pay Matrix Level -7. (2) The second should have two years of experience.
Essential Qualification:	Any Degree, preferably in Commerce. Should have worked in Accounts/Audit Departments.
Brief Description of Duties	Assistance in day to day activities Finance and Accounts Section. Settlement of Claims/pre-auditing of bills/claims etc. (i) Scrutiny and calculation of various personal claims such as LTC, Medical, CEA, T.A. bills etc. (ii) Getting TDS returns filed and issuance of Form-16 (iii) Maintenance of bank book and ledger scrutiny (iv) Bank reconciliation statement. (v) Assistance in preparation of budget and accounts. (vi) Assistance in Wage bills, claims etc. (vii) Assistance in reply to audit paras. (viii) Any other duty of ministerial nature assigned by the HoW (ix) Preparation of service tax calculation and return (x) Preparation and submission of EPF return (xi) Preparation of Balance Sheet
Remuneration:	Between Rs.20,000/- and Rs.25,000/- per month depending upon qualification and experience.
Age	Note more than 62 Years (as on 01.04.2018)
Duration of engagement	Initially for a period of 6 months

Interested candidates may appear for Test and Walk-in-Interview at our Institute on 26.04.2018 at 09.30 a.m.

Candidates should bring with them all original documents in support of their age, qualification, experience, Identity and address proof etc. along with a copy of Bio-data. The candidates will not be eligible for any TA for attending interview. Candidates who have acquired the essential qualifications for the above post only need to appear for the selection.