

National Institute of Electronics and Information and Technology (NIELIT),
CHANDIGARH

Puncom Building, C-134, Industrial Area, Phase-8 (Sector 72), Mohali-160071, Punjab
Phone Nos. 0172 – 2236462, 2236464, Website : chandigarh.nielit.gov.in

Guidelines for applicants for the post of **Accountant on contract basis**
for deployment with an organization/Society of Punjab Govt. &
Accounts Assistant on contract basis for deployment in NIELIT at Mohali

1. Prescribed separate application form can be downloaded from our website – chandigarh.nielit.gov.in.
2. Separate application form is to be submitted for each post.
3. The applicants are required to submit attested copies of their testimonials including post qualification experience certificates with the application form.
4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
5. The applicants shall be required to deposit at the time of submitting the Application Form etc., a non-refundable fee of Rs 500/- in cash or in the shape of a bank draft drawn in favour of “**DIRECTOR, NIELIT CHANDIGARH**” payable at Mohali.
6. The Application Form, attested copies of the testimonials and non-refundable registration fee of Rs 500/- can be submitted at the above address on any working day upto 09/06/2015 between 9.30 a.m. to 12.45 p.m. and 2.00 p.m. to 3 p.m.
7. Candidates applying by post/courier must mention the name of the post applied for, on the top of the envelope containing the prescribed application form, bank draft of Rs 500/- and attested copies of the testimonials.
8. The applications received after the due date and time will not be entertained at all.
9. This office would not be responsible for any delay in receipt of the application form etc. sent by post/courier.
10. The list of eligible/ineligible/provisionally eligible applicants will be displayed on the website of the Centre latest by 16/06/2015 by 5 p.m. The provisionally eligible candidates shall have to produce the wanting documents at the time of interview.
11. The candidates will have to qualify a Multiple Choice Questions (MCQ) written test (70% in Accounts & Finance and 30% General Aptitude) to become eligible to appear for the interview, the date for which shall be intimated on the website of the Centre latest by 16/06/2015 by 5 p.m.
12. No separate call letter will be sent for the interview.
13. No TA/DA shall be paid for appearing in the interview.
14. The number of posts and period of contract may vary as per the requirement of the project/user department.
15. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere appearance in the interview does not mean that the candidate is eligible for selection.

16. If at anytime during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection of the candidate.

17. Eligibility criteria etc. for the post of Accountant is as under : -

<u>Minimum Essential Qualification</u>	<u>Job Profile</u>
B.Com 1 st Division or M.Com 2 nd Division with 3 years experience of commercial accounts and working knowledge of Tally Software.	1) To maintain accounts and recovery / collection of Motor Vehicles Tax. 2) Transfer of Govt. receipt deposited to Head of Account 0041-Taxes on Motor vehicles. 3) To deduct and timely deposit of TDS etc. Demand drafts, Cheques and other receipts in the bank accounts of the department. 4) To perform miscellaneous other functions as assigned by the office from time to time.

18. The post of Accountant is initially upto 31/12/2015.

19. The place of posting for the post of Accountant is Pathankot (with additional charge of Gurdaspur), Sangrur (with additional charge of Barnala) and Hoshiarpur.

20. The gross consolidated remuneration for the post of Accountant is Rs 25000/- per month.

21. Eligibility criteria etc. for the post of Accounts Assistant is as under:-

<u>Minimum Essential Qualification</u>	<u>Job Profile</u>
B.Com with atleast 5 years experience preferably in Industry. Knowledge of Tally, Accounting	1) Debtors Management. 2) Maintenance & updation of records of debtors. 3) Expertise in Tally and familiar with Basic Accounting Concepts 4) Liaison with Govt. Departments 5) Good communication and PR qualities. 6) Skills in productive recovery of debtors 7) Drafting skills for having correspondence with debtors.

22. The post of Accounts Assistant is initially for a period of 6 months.

23. The gross consolidated remuneration for the post of Accounts Assistant is Rs 15500/- per month.

24. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this advertisement/test/interview/selection list.
