

**National Institute of Electronics and Information  
Technology (NIELIT), Chennai.**



Ministry of Electronics and Information Technology (MeitY), Government of India.

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**CONTRACTUAL RECRUITMENT NOTICE**

Adv.No.01/04/2025/Recruitment/06

**Recruitment for the Post of :**

- |                              |          |
|------------------------------|----------|
| 1. Finance Officer           | – 01 No. |
| 2. Training Coordinator      | – 01 No. |
| 3. Project Engineer (3DP/AM) | – 01 No. |
| 4. Software Developer        | – 01 No. |

**Place of Posting: Chennai**

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security, etc. It is engaged in formal and non-formal education in the above areas besides project execution. It is also one of the National Examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

NIELIT is growing at a fast pace and at present has Centres/ Extension Centers at 52 locations in Agartala, Ahlawalpur (Saksharta Kendra), Aizawl, Ajmer, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Jammu, Jorhat, Kargil, Kohima, Kokrajhar, Kolkata, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Patna, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tezu, Tirupati and Tura etc., with the Headquarters at New Delhi.

NIELIT Chennai set up in 2010 as a Centre of is one of the premier institutions providing affordable quality education as per the job market requirements for candidates from all over India in state-of-the-art fields like Information Security, Cloud Computing, Data Science, AI, VLSI, Embedded Systems, Industrial IoT, Electronic Product Design and Automotive Electronics. NIELIT Chennai imparts training in online, blended and class room modes delivered with the help of modern ICT tools including Virtual Labs. NIELIT Chennai has a profound experience of implementing various capacity building projects of the Centre and the State Governments for empowering the weaker sections of the society and to bridge the skill gaps of the Industry.

NIELIT Chennai is looking for bright & result-oriented candidates. The positions available are purely on a temporary contractual basis on consolidated emolument initially for a period of One (01) Year and extendable co-terminus with the project whichever is earlier.

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|----------------------------|--------------------------|
| <b>1) Name of the post</b> | <b>: Finance Officer</b> |
| Number of post(s)          | : 01(One)                |
| Consolidated Emolument     | : up to Rs.40,000/-      |
| Method of Recruitment      | : Online Interview       |
| Age Limit                  | : Not exceeding 45 Years |

**Educational Qualification with Experience:**

Bachelor Degree in Commerce from recognized university/Institution, with a good working knowledge of Tally, Direct and Indirect Taxation, and Two (02) years of post-qualification experience in the area of finance and accounts, preferably in Govt. Organization/ Autonomous Body/ PSU.

**Desired Candidate Profile:**

CA or CMA or CS with B.Com/M.Com

**Job Responsibilities for Finance Officer:**

- Recording day to day transactions in Tally.
- Taxation (TDS, GST, GST-TDS) filing etc.
- Preparation documents as per Audit requirements and Generation of e-invoice
- Preparation of salary bill, EPF, Budget, finalization of accounts conversant with Govt. of India rules & regulations.
- Preparation of Balance Sheet
- Handling of GST/IT notices
- Assist in day to day Accounts activities.

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|----------------------------|-------------------------------|
| <b>2) Name of the post</b> | <b>: Training Coordinator</b> |
| Number of post(s)          | : 01(One)                     |
| Consolidated Emolument     | : up to Rs.30,000/-           |
| Method of Recruitment      | : Online Interview            |
| Age Limit                  | : Not exceeding 45 Years      |

**Educational Qualification with Experience:**

Bachelor Degree from recognized university (or) equivalent and one (01) year post qualification experience in the area of training coordination preferably in Govt Organization/ Autonomous Body/ PSU/ Industrial Establishment of repute.

**Desired Candidate Profile:**

- Must possess good communication skills and working knowledge of Microsoft Office Tools.
- Should be friendly and service-oriented.
- Should be good in social media usage and ready to adopt to the online management system

**Job Responsibilities for Training Coordinator**

- Assist in day-to-day activities related to the training section.
- Prepare communications such as letters, and emails to training partners.
- Prepare results, reports, certificates and other documentation related task
- Other work assigned by the reporting officers.

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|----------------------------|------------------------------------|
| <b>3) Name of the post</b> | <b>: Project Engineer (3DP/AM)</b> |
| Number of post(s)          | : 01(One)                          |
| Consolidated Emolument     | : up to Rs.30,000/-                |
| Method of Recruitment      | : Online Interview                 |
| Age Limit                  | : Not exceeding 45 Years           |

**Essential Qualification with Experience:**

B.E / B. Tech in Mechanical/Production Engineering with proficiency in 3D Printing and Additive Manufacturing with minimum of 6 months experience. Experience in handling classes for AM, CAD for AM, CAD modeling, Process Design, 3D Printer installation, Operation and Trouble shooting and Reverse Engineering, Good communication skills.

**Desired Candidate Profile:**

- M. Tech in Design/Manufacturing

**Job Responsibilities for Project Engineer:**

- Smooth coordination with lead/Resource Centers & Participants industries & agencies.
- Course syllabus/ materials Design, Development, Participant Mobilization, and Conduction (online/offline/hybrid) for participants under Future /skills Prime in 3D Printing and Additive manufacturing.
- MIS activities related to the scheme & any other works assigned as part of Future Skill Prime Additive Manufacturing.

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|----------------------------|-----------------------------|
| <b>4) Name of the post</b> | <b>: Software Developer</b> |
| Number of post(s)          | : 01 (One)                  |
| Consolidated Emolument     | : up to Rs.30,000/-         |
| Method of Recruitment      | : Online Interview          |
| Age Limit                  | : Not exceeding 45 Years    |

**Educational Qualification with Experience:**

B.E/ B. Tech. (Electronics and Communication Engineering/Computer Science and Engg/ Information Technology/Electrical and Electronics Engineering/Electronics and Instrumentation/Electronic& Communication), M.Sc. (Computer Science/ Information Technology/ Electronics/ Applied Electronics/ Physics) or equivalent with First class from a recognized university/institution.

**Desired Candidate Profile:**

- Experience in Front End and Back End Development for E-Learning and Training Management website.
- Good Knowledge of PHP or any PHP based framework and My SQL.
- Good Knowledge of payment gateway integration in working methods.
- Knowledge of Hardware and Maintenance, Networking, Linux Operating System etc.
- Must possess good communication skills and writing skills.
- Candidates shall have willingness to learn and deliver training to professionals.
- Should be customer friendly and service oriented.

**Job Responsibilities for Software Developer:**

- Developing a professional level training related web site within given time frame.
- Integrating Back End and Front-End Codes.

**Online Interview will be held on 26.11.2025**

**General Terms & Conditions:**

1. Candidates fulfilling the above-mentioned qualifications, experience, age, etc., may **APPLY ONLINE** through the website <https://rect.nielitchennai.edu.in> which will be available from **07.11.2025 to 23.11.2025 till 05:00 p.m.**
2. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online. Details regarding interviews through Walk-in/Video Conferencing will be sent through email only.
3. The candidates must upload self-attested copies of certificates of qualification, age, experience, detailed resume, etc., and passport-size photographs **on the portal**.
4. The qualification of candidates must be from a recognized University/Institution. Mere fulfilling the essential qualification/experience does not guarantee shortlisting for interview.
5. **Applicants with last semester's result awaited or incomplete degrees are not eligible to apply.**
6. **Incomplete applications (i.e without photograph and applicable certificates etc.,) will not be entertained and will be summarily rejected.**
7. Shortlisted candidates will be informed of the interview after verification of essential qualifications and experience.

8. Poor network connection/connection failure from any side during the **interview through VC** will not be the responsibility of NIELIT Chennai.
9. Registration Fee (Non-Refundable): Rs. 200/- for all categories per post.

**Mode of Payment: Through Online/Net Banking/UPI through Account Details:**

**Name of Account Holder:** "NIELIT Chennai",

**SB Account No. :** 31185720641,

**IFSCcode:** SBIN0001669.

**Name of the Bank:** State Bank of India, Kottur (Chennai),

**Kindly note the Reference/UTR Number for the further online application submission process.**

10. The selected candidate shall be paid consolidated emoluments only and will not be paid any other financial benefits like Medical, HRA, Transport, etc.
11. Number of vacancies may increase/decrease based on the final assessment or the recruitment process may stand cancelled and such changes will be made by NIELIT Chennai without any notice.
12. Unless suitable candidates are found, posts shall not be filled.
13. Selection of candidates for appointment to the above-mentioned position will be based on the performance of the candidates in the walk-in / online interview / written test and as found eligible as per prescribed criteria.
14. NIELIT reserves the right to conduct online/offline written tests or skill tests for screening of the candidates before the interview if felt necessary.
15. The selected candidates will be offered contractual engagement on a purely temporary contract basis for a period of one year initially, which may be extended depending upon the performance of the candidate and the requirement of NIELIT. These posts do not carry any entitlement for regularization in the future.
16. The contract appointment shall not confer any right for regularization/absorption or continuation of service in NIELIT, Chennai.
17. Contract may be terminated at any time by giving one-month notice on either side. The applicants will have no claim implicit or explicit for consideration against any NIELIT post.
18. The offer of appointment for the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completeness of other formalities.
19. NIELIT reserves the right to assign duties to the selected candidate in any location where NIELIT Chennai has a work in progress.
20. Applications not providing adequate information required for assessment will be liable for rejection.
21. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.