



National Institute of Electronics & Information Technology, Ajmer
(Ministry of Electronics & Information Technology, Government of India)
Village-Kohda, Kota Road, Tehsil-Kekri, District-Ajmer, Pin-305408, Rajasthan

Eligibility Criteria:

<u>Sr. No.</u>	<u>Post</u>	<u>Educational Qualification and Work Experience</u>	<u>Job Roles</u>	<u>Consolidated Remuneration per month (Rs.)</u>
1.	Junior Accountant	<u>Educational Qualification:</u> Graduate in Commerce (B.Com) from a recognized University/Institution with Minimum 55% and working knowledge in Accounting Software such as Tally etc. <u>Experience</u> –Minimum 1 Year Experience in Relevant Field <u>Desirable:-</u> CA Inter/ ICWAI Inter /CS Inter & Knowledge of MS –office with NIELIT CCC Course / RS-CIT Certificate	1. Handling of Accounting with Tally ERP. 2. Maintaining of daily basis accounts of Institute. 3. All Statutory payments like TDS,GST, EPF etc. 4. Any other accounting activities assigned by the authority	22,000-25,000

Instructions/Guidelines:

1. Candidates are advised to visit our website - nielit.gov.in/ajmer/recruitments for downloading the prescribed Application Form and other relevant details etc. regarding the post(s) advertised.
2. Interested and eligible candidates are invited to submit their Application Form etc. in person at the above mentioned address and thereafter appear in the interview as per the following schedule at Ajmer on **29/11/2025**.

*The registration for walk-in-interview will be closed at 12:00PM.

3. The candidates must bring all their original testimonials/certificates for checking at the time of submitting their Application Form.
4. In case of any change in the walk-in-interview dates or timings for what so ever reason(s), the same shall be displayed on the website of this Centre only.
5. It will be the sole responsibility of the candidate to satisfy himself/her self-regarding his/her Eligibility with regards to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form, non-refundable Fee etc.
6. **Application Fee (non-refundable) of Rs. 250/- per application to be deposited through Net Banking/IMPS or through Demand draft/ UPI in favour of "NIELIT Ajmer" at the time of Walk-inInterview. The Candidates may deposit application fee in the account of NIELIT, Ajmer in the given Bank account:-**

Account Name	NIELIT Ajmer
Bank Account Number	31 75342 1943
Bank Name	SBI -ADB KEKRI
Bank IFSC code	SBIN0003628

7. The applicants are advised to ensure that their Name, Date of Birth and Gender(if printed)on theessentialqualificationcertificatesandAadhaarCardareidentical.They mustgetit Corrected before applying for the post(s) advertised.
8. The application form (s) of the candidates received by post/courier shall neither be considered nor sent back.
9. Canvassing in any form may lead to cancellation of candidature.
- 10 The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearingin aninterviewdoes notentitlethecandidateas eligibleforselection/empanelment.
- 11 The post(s) advertised are purely contractual.
- 12 Candidates are required to attach legible self attested copies of the Following

documents/certificates with their Application form:-

- a. Matriculation/10thClasscertificateshowingDateofBirth.
- b. Degree/Certificatesofessentialqualificationwhichmakeshim/hereligiblefor applying for the post applied.
- c. Degree certificate of higher educational qualification, if any.
- d. Requisite post qualification experience certificate(s), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
- e. A copy of Aadhaar Card.
- f. A copy of PAN Card (if available).

The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of above documents are not attached.

In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree. Non-submission of the abovedocuments/incompleteapplicationmayleadtocancellation/rejectionofthe Application Form/Candidature.

13. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where thedegreehasbeenacquiredwiththesupportingdocumentsshowingtheequivalenceof Grade to percentage criteria.
14. No pension and/or gratuity is payable on contractual service/employment by NIELIT, irrespective of duration of contract. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to timeinaccordancewiththerelevantenforceableandapplicableclausesoflabourlaws Including the introduction of New Wage Code.
15. Applications are subject to further scrutiny at any point of time during the period of contract. At any time, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the servicesofthedevelopedcandidatewillbeterminatedwithimmediateeffectandlegal proceedings may be initiated against the candidate by NIELIT Ajmer.
16. No TA/DA will be paid for appearing in the test/interview. The candidates will have to make their own arrangement for boarding/lodging at their own expenses, if required.
17. The candidate must mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT may be sent. This Centre will not be responsible for invalid email-id or mobile numbers mentioned by the candidate in his/her Application Form.
18. If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidatesmustsatisfyhimself/herselffullyaboutthis/hereligibilitybeforeapplyingfortheadvertised

post(s).

19. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
20. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, NIELIT Ajmer reserves the right to modify / withdraw /cancel any communication made to the applicant / candidate / deployed manpower.
21. NIELIT Ajmer reserves the right to modify, post published or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
22. The decision of the Executive Director, NIELIT Ajmer in all matters relating to the recruitment process shall be final.
23. All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT Ajmer – www.nielit.gov.in/ajmer/recruitments. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process. No separate communication shall be made in any other form.