

**National Institute of Electronics and Information Technology (NIELIT)**  
Ministry of Electronics and Information Technology (MeitY)  
NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

**VACANCY CIRCULAR**

National Institute of Electronics and Information Technology (NIELIT) is an autonomous organization of Ministry of Electronics and Information Technology, Govt. of India (MeitY), 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. both in formal and non-formal sectors of education & training 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 Centres at 43 locations in all over India.

2. Applications in the prescribed proforma (as per annexure of the advertisement) are invited from the eligible officers for filling up of the following posts on deputation basis (initially for a period of 01(one) year which can be extended as per DoPT's guidelines. Details of the same is as under:

Sl. No	Name of Post / Place of Posting	No. of Post(s)	Pay Matrix	Method of Recruitment	Last Date of receipt of application
1	Registrar / NIELIT HQs, New Delhi	01 (one)	Level -13 (Rs. 123100-215900) (Pre-Revised: PB4: Rs.37400-67000 with Grade Pay Rs. 8700/-)	By Deputation initially for a period of 1 year which can be extended as per DoPT's guidelines	Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.
2	Chief Finance Officer (CFO) NIELIT HQs, New Delhi	01 (one)	Level -12 (Rs. 78800-209200) (Pre-Revised: PB3: Rs.15600-39100 with Grade Pay Rs. 7600/-)		

**[A] ELIGIBILITY CRITERIA FOR THE POST OF REGISTRAR**

Officers of the Central Government or State Government of Public Sector Undertaking or Autonomous Bodies:  
- Holding analogous post on regular basis **OR** Persons having 5 years working experience in the Level 12 of Pay Matrix as per 7<sup>th</sup> CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 7600/-)

**Note 1:** Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organization of department of the Central Government shall ordinarily not exceed five years.

**Note 2:** The maximum age limit for appointment by Deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of applications.

**Job Responsibility:** Registrar will be responsible for Personnel Management/ Financial Management, Strategic Financial Planning/Organizing Senior Level Meeting. Preparation of budget and related matters and day to day management of personal and finance functions.

**[B] ELIGIBILITY CRITERIA FOR THE POST OF CHIEF FINANCE OFFICER**

Officers of the Central/State Government /other Govt. Organization.

- Holding analogous post on regular basis **OR** Having 5 years Regular Service in the Level 11 of Pay Matrix as per 7<sup>th</sup> CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 6600/-) or equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry of repute and conversant with commercial accounts related to financial/accounts/budgetary control matters.

**Essential Qualification:** Degree from a recognized University or equivalent with CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C&AG/CGA)

**Job Responsibility:** CFO will be responsible for strategic financial planning, Fund Management, budgeting, MIS, investment monitoring, banking, facilitating audit, cost control, Policy level decision, taxation & day to day management of accounting and finance functions.

3. **How to Apply:** Candidates meeting the above eligibility conditions may download the format available in website <https://nielit.gov.in/recruitments> or NIELIT Centre's website. Duly signed, filled-in application form in the prescribed format (as enclosed) complete in all respects along-with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. and a recent passport size photograph affixed on it may be sent by the last date of receipt of applications and superscribing in envelop with the post applied for and addressed to: **The Registrar, National Institute of Electronics and Information Technology**, NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077. The duly filled in applications should be forwarded through proper channel alongwith photocopies of upto-date ACRs/APARs dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance / disciplinary clearance.

4. An advance copy of application alongwith all requisite documents may however, be sent in PDF file through email [rect.depu@nielit.gov.in](mailto:rect.depu@nielit.gov.in) The application will not be considered by the Screening Committee, if the same is not received through proper channel.

5. The applicants who have applied against the vacancy notification published in Employment News on 28<sup>th</sup> August-3<sup>rd</sup> September, 2021 for the post of Chief Finance Officer need not apply again. The tenure of deputation, will, however be as indicated in the present notification.

6. Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India