

## Walk-in-Interview on 09<sup>th</sup> August 2019

NIELIT Gorakhpur invites applications for walk-in-interview from suitable and interested candidates for the following position on **Contract basis for a period of Six Months** at the above mentioned address at **11.00 AM on 9<sup>th</sup> August 2019**.

S.No.	Name of Post	No. of Posts	Essential Qualifications	Total Emoluments (Consolidated)
1.	Data Entry Operator	02	Graduation in any discipline, NIELIT CCC Qualified and Knowledge of Hindi & English Typing having Min. Speed 15 w.p.m	Rs. 21000/- P.M.
2.	Account Assistant	01	B.Com with Tally Certificate and working knowledge of TDS, GST, Income Tax and MS Office with 2 year experience.	Rs. 21000/- P.M.
3.	Sr. Account Assistant	01	B.Com with Tally Certificate with working knowledge of TDS, GST, Income Tax and MS Office With 5 Years Experience.	Rs. 26,000 P.M..
4.	Assistant Librarian	01	Bachelor of Library and Information Science with 5 Year experience of working in Library.	Rs. 26,000/- P.M.
5.	Admin Executive (Legal)	01	L.L.B (1 <sup>st</sup> Div.) with registration in Bar Council of Uttar Pradesh and 5 Years Experience in Civil and Service related matters.	Rs. 30000 P.M.
6.	Front Office Counsellor	01	Graduation (any stream) with NIELIT 'O' Level (Software) with 01 year experience in counseling / teaching. OR Graduation (any stream) with NIELIT 'A' Level (Software). OR Graduation (any stream) and NIELIT CCC Qualified with 02 years experience in counseling / teaching.	Rs. 24,000/- P.M.
7.	Counsellor	01	Graduate in Computer Science or Information Technology and MBA in HR or Marketing with 01 year experience in relevant field. <b>Desirable:</b> Must have good communication and Managerial Skills and must be fluent in English and Hindi languages. Must have good presentation and documentation skills. <b>Maximum Age:</b> Candidate must be of age less than 30 Years. Reference date shall be the date of Interview	Rs. 28,000/-P.M
8.	Technical Coordinator	01	Diploma in Electronics/ CS/ Electrical with 25 years Experience.	Rs. 25000/- P.M.
9.	Electrician	01	10th Pass and ITI Certificate of 2 years duration in Electrical trade. 04 Years Experience in HT/LT Electrical circuit and Diesel Generator operation and maintenance.	Rs. 20000/- P.M.

Interested candidates are requested to Submit Bio-Data with Photograph by 10.30 A.M on 9<sup>th</sup> August 2019 along with Original Certificates (Including Experience Certificate) and one set of photocopy of all certificates and **non refundable registration fee of Rs. 500/-** to be deposited in Cash or Demand draft in favour of NIELIT Gorakhpur at the time of Walk-in-Interview.