



National Institute of Electronics and Information Technology, Kohima, Nagaland
Ministry of Electronics and Information Technology, Government of India
Meriema, New High Court Road, Kohima, Nagaland - 797001

Website: <https://nielit.gov.in/kohima/index.php>

Advt. No.: NIELIT/KMA/01/02/04-ADMN

Sl. No	Post	No .	Essential Qualification	Essential Experience	Working Knowledge Requirements	Age (as on closing date)	Monthly Remuneration	Engagement Period
1	Senior Executive (Finance)	1	CA/CS/ICMAI/ MBA (FINANCE)	Minimum of 10 years in Accounts related work of Government Organizations.	<ol style="list-style-type: none">1. Having experience in handling project related activities of Government Organizations.2. Being well versed with GFR, Service Rules, Payroll, Purchase related activities of Government Organizations.3. Having knowledge of Finalization of Accounts, Strong understanding of Taxation (GST, Income Tax etc.)4. Having Proficiency in Tally and day to day routine work of Accounts Dept. like vouching, ledger scrutiny, bank reconciliation etc.	45	₹ 70,000/- to ₹ 80,000/-	1 (One Year), extendable based on performance.

2	Electrician	2	ITI / Diploma in Electrical Engineering	Experience in domestic wiring, maintenance of DG set & UPS.	ITI with 2 years' experience / Diploma with 2 years' experience.	45	₹ 18,000/- to ₹20,000/-	6 (six) months extendable based on performance.
3	Driver	1	Must have passed class 8	Minimum of 5 years' experience with valid Light-Motor Vehicle Driving License.	5 years' experience with valid Light-Motor Vehicle Driving License.	35	₹ 12,000/-	6 (six) months extendable based on performance.