



**National Institute of Electronics and Information Technology, Jammu**  
**University Campus, University of Jammu, Jammu**

**Hiring of manpower on contract basis for NIELIT, Jammu**

**Advt. No.: NIELIT(J)/R/04/2026 Dated:23-01-2026**

**Details of eligibility qualification, experience required for each position**

<b>S. No.</b>	<b>Position (Current Vacancy)</b>	<b>Essential Qualification</b>	<b>Post Qualification Experience (after Acquiring essential qualification)</b>	<b>Desired Knowledge/Qualification/Certification</b>	<b>Monthly Remuneration Consolidated (in ₹)</b>
1	Accounts Assistant	B. Com with CA Inter / MBA (Finance)  OR  M.Com	Minimum 3 years of experience in handling GST, TDS, EPF matters preferably in a Central/State Govt. Office  OR  Minimum 5 years of experience in handling GST, TDS, EPF matters preferably in a Central/State Govt. Office	Preparation of Final Accounts including consolidation/splitting with Sub Centre(s)  Preparation of Budget Estimates & Revised Estimates of Income & Expenditure  Handling all GST queries. Periodical GST Compilation, deposit, returns after reconciliation Of Input Tax Credit with GSTR 2A  Processing of vendor bills (Assets, Consumables, AMC, Housekeeping etc)  Monthly deposit of TDS – Salary, Contractual Staff, Professionals, filing quarterly TDS return of salaries (24Q) & other than salaries (26Q), Issue of Form16A,Reconciliation of TDS with 26AS  Monthly deposit of TDS under GST, issue of GSTR 7A forms(J&K)  Entry in Tally and generation of invoices  Issue of receipts for payments received including Linking of payments  Monthly IEBR, Bank Reconciliation, Stale entries And adjustment entries  User Bill Preparation & Issuance	Rs 30,000/-

**Note: The Qualification of the candidates must be from a recognized Institution /Board /University as per Govt. of India rules.**