



**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

S. No.	Position (Current Vacancy)	Essential Qualification	Post Qualification Experience (after Acquiring essential qualification)	Desired Knowledge/Qualification/Certification	Monthly Remuneration Consolidated (in ₹)
1	Accounts Assistant	B. Com with CA Inter / MBA (Finance)	Minimum 3 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)	Rs 30,000/-
				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)	
		OR M.Com	Minimum 5 years of experience in handling GST, TDS, EPF matters preferably in a Central/State Govt. Office	Monthly deposit of TDS – Salary, Contractual Staff, Professionals, filing quarterly TDS return of salaries (24Q) & other than salaries (26Q), Issue of Form 16A, 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	

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