



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)/10/2022 dated 04/02/2022

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	Age Limit	Monthly Remuneration Consolidated (in ₹)
1	Senior Accounts Executive- 1 No.	B.Com with CA Inter	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) 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 Form 16A, Reconciliation of TDS with 26AS Monthly deposit of TDS under GST,	Max.40 Years	Rs 35000/-

				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		
2	Civil Engineer- 1 No.	BE (Civil)	Minimum 3 years of experience in upkeep and maintenance of infrastructure	Working knowledge of AutoCAD and STAAD Pro Software	Max.30 Years	Rs 25000/-

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