

National Institute of Electronics and Information Technology (NIELIT)
Ministry of Electronics and Information Technology (MeitY)
NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

VACANCY CIRCULAR

National Institute of Electronics and Information Technology (NIELIT) is an autonomous organization of Ministry of Electronics and Information Technology, Govt. of India (MeitY), engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security etc. both in formal and non-formal sectors of education & training besides project execution. It is also one of the National examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector. NIELIT is growing at a fast pace and at present has Centres/Extension Centres at 55 locations in all over India.

2. Applications in the prescribed proforma (as per annexure of the advertisement) are invited from the eligible officers for filling up of the following posts on deputation basis which can be extended as per DoPT's guidelines. Details of the same is as under:

Sl. No	Name of Post / Place of Posting	No. of Post(s)	Pay Matrix	Method of Recruitment	Last Date of receipt of application
1	Chief Finance Officer (CFO) NIELIT HQs, New Delhi	01 (one)	Level -12 (Rs. 78800-209200) (Pre-Revised: PB3: Rs.15600-39100 with Grade Pay Rs. 7600/-	By Deputation initially for a period of 1 year which can be extended as per DoPT's guidelines	Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.
2	Senior Finance Officer (SFO) NIELIT HQs, New Delhi	01 (one)	Level -11 (Rs. 67700-208700) (Pre-Revised: PB3: Rs.15600-39100 With Grade Pay Rs. 6600/-	By Deputation initially for a period of 3 years which can be extended as per DoPT's guidelines	Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.

[A] ELIGIBILITY CRITERIA FOR THE POST OF CHIEF FINANCE OFFICER

Officers of the Central/State Government /other Govt. Organization.

- Holding analogous post on regular basis

OR

Having 5 years Regular Service in the Level 11 of Pay Matrix as per 7th CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 6600/-) or equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry of repute and conversant with commercial accounts related to financial/accounts/budgetary control matters.

Essential Qualification: Degree from a recognized University or equivalent with CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C&AG/CGA).

Job Responsibility: CFO will be responsible for strategic financial planning, Fund Management, budgeting, MIS, investment monitoring, banking, facilitating audit, cost control, Policy level decision, taxation & day to day management of accounting and finance functions.

[B] ELIGIBILITY CRITERIA FOR THE POST OF SENIOR FINANCE OFFICER

a) Persons holding analogous posts in Ministry of Electronics and Information Technology/other Ministries/Departments/Govt. Organizations

OR

b) Persons working in the scale of Grade Pay Rs. 5400 (Pre-revised) with 3 years' experience in the grade & Finance.

OR

c) Persons working in the scale of Grade Pay Rs. 4600 (Pre-revised) with 5 years' experience in the grade & Finance.

OR

d) Persons working in the scale of Grade Pay Rs. 4200 (Pre-revised) with 6 years' experience in the grade & Finance.

Essential Qualification:

a) Chartered Accountant /ICWA/ MBA (Finance) / CS /SAS

OR

b) Graduate in commerce with 6 years' experience in a responsible position in the area of Finance

3. **How to Apply:** Candidates meeting the above eligibility conditions may download the format available in website <https://nielit.gov.in/recruitments> or NIELIT Centre's website. Duly signed, filled-in application form in the prescribed format (as enclosed) complete in all respects along-with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. and a recent passport size photograph affixed on it may be sent by the last date of receipt of applications and superscribing in envelop with the post applied for and addressed to: **The Registrar, National Institute of Electronics and Information Technology**, NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077. The duly filled in applications should be forwarded through proper channel alongwith photocopies of upto-date ACRs/APARs dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance / disciplinary clearance.

4. The application will not be considered, if the same is not received through proper channel.

5. Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.