

National Institute of Electronics and Information Technology (NIELIT)
Dwarka, New Delhi

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, द्वारका, नई दिल्ली -110077

DETAILED ADVERTISEMENT
(Advt. No. NHQ-28/1/2026-NIELIT-3174950)

1. Name of Position	Consultant-Finance
Position Code	2604-CONS [F]
No of Position	01 (one) NIELIT HQs/Corporate Office
Age Limit	Retired Govt. employees upto 64 years of age as on walk-in-interview date 13.05.2026
Period of engagement	The engagement of Consultants shall be done purely on short-term contract basis. The initial period of engagement shall be for a period of one year, which may be further extended depending upon requirement and the performance review of the Consultant, but shall not be extended beyond 65 years. The engagement of Consultant shall be on full-time basis and they would not be permitted to take up any other assignment during period of consultancy.
Remuneration	In case of persons retired from Govt./Autonomous Body/PSU etc. [i] A fixed monthly amount shall be paid as per the Govt. norms arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement in the case of persons retired from Govt. service. [ii] The remuneration in case of officers retired from Autonomous Bodies / Universities and other officers not entitled to pension shall be fixed at 50% of last pay drawn. The terms of engagement for retired Govt. employees shall be dealt with in terms of DoE, MoF OM No.3/25/2020-EIHA dated 9 th December, 2020, as amended from time to time.
Eligibility Criteria and Experience	The applicant should be a retired officer from Central Government/State Government/Autonomous Body/PSU, preferably having served at the level of Under Secretary/Deputy Secretary or equivalent. The applicant should possess a Bachelor's Degree from a recognized University and should have at least 25 years of experience in Government administration, finance, procurement, establishment and policy/scheme management. Experience Required: The applicant should have experience in one or more of the following areas: <ul style="list-style-type: none">• Working in Integrated Finance Division or equivalent finance set-up.• Scrutiny of financial proposals, projects and schemes.• Examination of proposals under General Financial Rules and Government financial procedures.• Processing/evaluation of SFC/EFC proposals.• Preparation/examination of Cabinet Notes and high-level Government notes.• Handling procurement matters, audit paras and financial compliance.• Handling administrative, establishment and financial matters of Ministries/Departments/autonomous bodies.• Experience in creation/upgradation of posts, cadre restructuring proposals, foreign deputation proposals and expenditure rationalization matters.• Experience in implementation, funding, monitoring and evaluation of Government schemes/programmes.• Experience as Finance Officer or equivalent role in an autonomous organization shall be desirable. Desirable: Experience in Central Government Ministries/Departments, autonomous organizations, financial scrutiny of schemes/projects, procurement, GFR compliance, and preparation of SFC/EFC/Cabinet-related documents.

General Terms & Conditions:

1. The qualification of candidates must be from Govt. University or Govt. recognized University/Institutions.
2. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
3. Cut-off date for calculating age and experience shall be the date mentioned in Walk-in-Interview Advertisement.
4. Non-refundable Registration Fee of ₹500/- per position to be deposited through online mode. The Candidates may deposit registration fee in the account of NIELIT in the given Bank account on or before Document Verification & Walk-in-Interview date.

Name of the office	National Institute of Electronics and Information Technology, New Delhi
Bank Account Number	604820100000012
Bank Name	Bank of India
IFSC Code	BKID0006048

Venue for Document Verification and Interview:	National Institute of Electronics & Information Technology, NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077
Document Verification	09:30 AM to 11:30 AM
Interview	11.00 A.M. onwards

5. Applications without requisite application fee (Rs. 500/-) shall be summarily rejected at any stage of Document Verification and Walk-in-Interview.
6. Applicants are requested to fill Application Form and attach all the required (self-certified) documents including Payment Receipt.
7. The Applicants who report at NIELIT HQ before 11:30 AM shall be considered for Document Verification.
8. Applicants are requested to come with Original Documents for Document Verification.
9. Document Verification (based on the documents produce by applicant with application form) and Walk-in Interview is to be done as per date mentioned in the advertisement.
10. Only those candidates who clears Document Verification will be allowed to appear in Walk-in-Interview.
11. Applicants are requested not to send Application Form thru Post or any other medium to NIELIT HQ.
12. NIELIT has the right to accept or reject the application without assigning any reason thereof.
13. Applicants are advised to visit the website of NIELIT <http://nielit.gov.in/recruitments> for any updates.
14. No separate communication shall be made in any other form.
15. The number of vacancy is tentative and liable to change as per the requirement of NIELIT.
16. The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the remuneration.
17. Selection of candidate for appointment to the above mentioned position will be based on the performance of the candidates in the walk-in-interview and as found eligible as per prescribed criteria.
18. The engagement of Consultants shall be done purely on short-term contract basis. The initial period of engagement shall be for a period of one year, which may be further extended depending upon requirement and the performance review of the Consultant, but shall not be extended beyond 65 years. The engagement of Consultant shall be on full-time basis and they would not be permitted to take up any other assignment during period of consultancy.
19. The offer of engagement for the consultant will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
20. NIELIT will also create a panel for contractual deployment and the candidates will be selected for deployment on contract from the panel as and when required.
21. Only those candidates who deposit requisite registration fee of Rs. 500/-, clear document verification and successful interaction will be empaneled.
22. Empanelment means the shortlisted candidates will be in the panel of NIELIT for one year. They may be deployed in specific Govt. department/ NIELIT as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department nor provide any right to candidate to claim for deployment.
23. Empaneled candidates list will valid for one year from the date of result declaration.
24. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
25. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
26. If any candidate is found to be indulged at any stage of the Selection Process or after the Selection Process in any of the malpractices / irregularities {such as impersonation; making false / untrue statements or suppressing true information, submitting forged / fabricated documents, leaving the venue uninformed; misbehaving; obstructing smooth conduct of the selection process etc.} their candidature will be cancelled for this selection process.
27. In the case of any legal dispute, the jurisdiction shall be Delhi.