

CORRIGENDUM & DATE EXTENSION

Sub: Corrigendum & Extension of time for receipt of applications for the posts of Registrar and Chief Finance Officer (CFO) in NIELIT on deputation basis initially for a period of 1 year which can be extended as per DoPT's guidelines.

With reference to the advertisement for filling-up the posts of Registrar and Chief Finance Officer (CFO) in NIELIT on deputation basis initially for a period of 1 year which can be extended as per DoPT's guidelines, published in Employment News dated 27 November-3 December, 2021, the last date of receipt of applications stands extended. The last date for receipt of applications will now be 31st March, 2022. All other terms and conditions of the advertisement published in Employment News dated 27 November-3 December 2021 and uploaded in NIELIT website https://nielit.gov.in/sites/default/files/headquarter/Recruitment/211027_Detailed_Advt_Registrar_CFO.pdf will remain unchanged. The candidates who have already applied against the above indicated advertisement need not apply again. However, they may submit remaining documents, if any, within the extended time limit.

REGISTRAR

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 43 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 (initially for a period of 01(one) year 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	Registrar / NIELIT HQs, New Delhi	01 (one)	Level -13 (Rs. 123100-215900) (Pre-Revised: PB4: Rs.37400-67000 with Grade Pay Rs. 8700/-)	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	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/-)		

[A] ELIGIBILITY CRITERIA FOR THE POST OF REGISTRAR

Officers of the Central Government or State Government of Public Sector Undertaking or Autonomous Bodies:
- Holding analogous post on regular basis **OR** Persons having 5 years working experience in the Level 12 of Pay Matrix as per 7th CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 7600/-)

Note 1: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organization of department of the Central Government shall ordinarily not exceed five years.

Note 2: The maximum age limit for appointment by Deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of applications.

Job Responsibility: Registrar will be responsible for Personnel Management/ Financial Management, Strategic Financial Planning/Organizing Senior Level Meeting. Preparation of budget and related matters and day to day management of personal and finance functions.

[B] 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.

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.

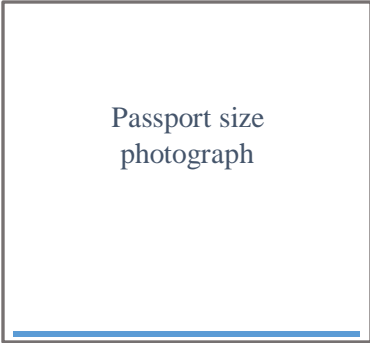
4. An advance copy of application alongwith all requisite documents may however, be sent in PDF file through email rect.depu@nielit.gov.in The application will not be considered by the Screening Committee, if the same is not received through proper channel.

5. The applicants who have applied against the vacancy notification published in Employment News on 28th August-3rd September, 2021 for the post of Chief Finance Officer need not apply again. The tenure of deputation, will, however be as indicated in the present notification.

6. 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

**APPLICATION FOR THE POST OF REGISTRAR/CHIEF FINANCE OFFICER (ON DEPUTATION) IN
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
([✓] the post applied for)**

1. **Post applied for : REGISTRAR / CHIEF FINANCE OFFICER**
2. **Name :**
3. **Father's/Husband's Name :**
4. **Date of Birth :**
5. **Sex :**
6. **Postal Address with telephone, Fax & Email :**
(a) Office: (b) Residence :
7. **Date of entry in Govt. Service :**
8. **Date of superannuation as per existing rules :**
9. **Substantive post held in the parent Deptt. on regular basis:**
(a) Name / Status of Organization :
(b) Name of the post :
(c) Matrix Level & Pay :
(d) Nature of duties :
(e) Total emoluments Per Month drawn :
10. **Present post held (if on deputation) :**
(a) Name / Status of Organization :
(b) Name of the post :
(c) Matrix Level & Pay :
(d) Nature of duties :
11. **Details of past service(s)**
(a) Post :
(b) Pay Scale :
(c) Period during which held :
From:_____ To:_____
- (d) Nature of duties performed
12. **Whether belongs to SC/ST :**
13. **Essential and relevant qualifications (Name and Year of the degree, University and year of Passing Out)**
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.



I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the application forms duly supported by the documents in respect of essential Qualification / Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and material fact having a bearing on my selection has been suppressed / withheld.

(Name _____)
Signature of the Candidate _____

Place:
Date:

TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of office Please tick (✓)	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay and Matrix Level			

Verification of service particular by the Office/Department

- There is no Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
- It is also certified that Shri / Ms. _____ has been working as _____ in the present post/ present pay in the regular and substantive capacity w.e.f. _____.
- There is no vigilance or disciplinary case pending /contemplated against Shri / Smt.
- No major/minor penalty has been imposed to him / her during the last 10 years or A list of major / minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Signature with date _____

Office Seal _____

Designation _____

Phone _____

Email _____