



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)

National Institute of Electronics and Information Technology (NIELIT)

Department of Electronics and Information Technology (DeitY)

Ministry of Communications and Information Technology, Government of India

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RECRUITMENT TO THE POSTS OF REGISTRAR, CHIEF FINANCE OFFICER AND FINANCIAL CONTROLLER

National Institute of Electronics and Information Technology (NIELIT), an Autonomous Scientific Society of the Department of Electronics and Information Technology, Ministry of Communications & IT, Government of India is a premier IT Education & Training Institution of the Government of India in the formal and non-formal sector. The objective of the Institute is to carry out Human Resource Development activities in the area of Information, Electronics and Communications Technology (IECT) through its various Centres in the country, apart from consultancy and related activities. The Institute is presently engaged in implementation of national level schemes for Education & Training in Computers, Bio-Informatics, Computer Hardware, ITES- BPO, Embedded Systems, VLSI Design, Multi-media and Animation, amongst other programmes.

Applications are invited for the posts of **Registrar, Chief Finance Officer and Financial Controller** in the Scale Pay Band-3: Rs.15,600-39,100/- with Grade Pay Rs.7,600/- (pre-revised Scale of Rs.12,000-375-16,500/-) plus usual allowances as per Central Government norms as applicable to the employees of NIELIT, to be filled up through Direct Recruitment or Transfer (Absorption) basis.

1. Registrar

No. of post : 01(One)
Age : Not exceeding 50 years in case of Direct Recruitment and 56 years in case of Deputation / Transfer (Absorption).

Exemption from the rule of immediate absorption is being sought from DP&PW.

Qualification and Experience for Direct Recruitment

Post Graduate in any discipline, or Graduate with PG Diploma in Management. He should have 12 years experience in a responsible position in the field of Personnel Management, Financial Management, Labour Laws. He should have experience of organising senior Level meetings and should be familiar with the Govt. functioning, exposure to working of Societies, preparation of budget and related matters.

For Deputation* / Absorption

a) Persons holding analogous posts in the Ministry of Communications & Information Technology / Other Ministries / Deptt./Govt. Organisations.

b) Persons working in the pay scale of Rs.10,000-15,200/-(pre-revised) revised PB:3 with Grade Pay Rs.6600/- having 5 years experience in the grade & relevant field.

*Subject to exemption from the rule of immediate absorption from DP&PW.

2. Chief Finance Officer

No. of Posts - 01(One)

Age

3. Financial Controller

01 (One)

- Not exceeding 50 years (in case of D/R) and 56 years in case of of Deputation / Transfer (Absorption).

Exemption from the rule of immediate absorption is valid upto 31/12/2015 for the post of Chief Finance Officer and 5 years from the date of filling-up the post of Financial Controller.

The post at Sr. No. 1 & 2 and Sl. No. 3 are to be recruited for Delhi & Chandigarh. However, one can be placed anywhere in India.

Qualification and Experience for Direct Recruitment

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

Experience: 12 years experience in respect of CA / ICWA / CS/ MBA/(Finance) qualified (15 years experience in respect of SAS/JAO qualified and conversant with commercial accounts) related to financial / accounts budgetary control matters in Government, Autonomous Bodies or commercial organization / industry of repute out of which 7 years in supervisory responsible position (atleast 3 years in immediate lower scale of pay of Rs.10,000-325-15,200 (pre-revised) or equivalent)

For Deputation / Absorption

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

Holding analogous post on regular basis.

OR

Having 5 years Regular Service in the scale of pay of Rs.10000-325-15200 (pre-revised) 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.

Possessing qualifications for Direct Recruitment as mentioned above.

How to Apply:

Candidates meeting the above eligibility requirements may download the format available in website www.nielit.in. Fill up the form and e_mail the same as a mail attachment to recruitment@nielit.gov.in. Applicants are required to take the printout of the filled in Application Form and send the signed filled-in Application Form 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, by the last date of receipt of applications and superscribing the envelope with the post applied for and addressed to: **The Deputy Director (P&A), National Institute of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003.**

Persons working in Government/PSUs/Autonomous organizations may send their duly filled-in Application Form through e_mail (recruitment@nielit.gov.in) and print out through proper channel along with photo copies of upto date ACR/APAR dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance/disciplinary clearance. Applications received directly and without the requisite documents will not be entertained.

Last date for receipt of applications: 28th January, 2014

Note:

- Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
- Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview. No correspondence in this regard shall be entertained.
- Number of years of experience indicated for the post is after obtaining the specified qualification for the post.
- For application proforma for the post, the candidates may log on to the website; www.nielit.in
- Exemption from the rule of immediate absorption is being sought from DP&PW in the case of Registrar post. However, exemption from the rule of immediate absorption is valid upto 31/12/2015 for the post of Chief Finance Officer and 5 years from the date of filling-up the post of Financial Controller.
- The applicants already applied in response to the previous advertisement published in Employment News (27th April,- 03 May, 2013) **need not apply again**. Their applications shall also be considered alongwith the applications received against present advertisement. If, however, there is any change for choice in mode of recruitment or any change in the resume qualification, experience, change in Scale & Grade pay etc. they may send the revised application indicating the reference of previous application.
- At present the place of posting is indicated in the advertisement. However, the persons selected can be transferred to anywhere in India.
- No TA/DA shall be paid for attending the interviews.
- Separate application shall be submitted for each post.
- Application received after due date for whatsoever reason including postal delays shall not be entertained.
- Disputes if any, shall be under the jurisdiction of Delhi only.
- The maximum age limit shall be considered as on the last date of receipt of application. Those applied against previous advertisement, their maximum age limit shall also be considered based on the above criteria.

