NIELIT Ranchi invites applications from eligible and interested candidates for the following positions purely on contract basis through manpower supply agency initially for a period of **six months**, extendable for another term as per requirement.

**Eligibility Criteria**

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<th>Sl. no.</th>
<th>Position</th>
<th>No. of vacancies</th>
<th>Eligibility Criteria</th>
<th>Age Limit (Max) As on 28-03-2018</th>
<th>CTC(Rs)*</th>
<th>Gross Pay (Rs.)</th>
<th>Job Roles (Indicative)</th>
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</table>
| 1      | Consultant (Accounts)           | 01               | Retired Govt. employees including employees of autonomous bodies/PSUs at Under Secretary/Section Officer Secretary/Section Officer level or below having qualification with B.Com/M.Com/CA/ICWA/MBA (Fin)/ CFA from a reputed University/Institution. **Desirable:** knowledge of computer and working knowledge of Tally. | Not more than 62 years as on 28.03.2018. | 31,860/-  | 25,000/-       | 1. Complete and exhaustive knowledge of GST Act.  
2. Complete knowledge of Income Tax Act (In particular Accumulated Saving under Section 11, lower tax deductions, Salary etc).  
3. Experience in dealing with Govt. Organizations with regards to submission of various reports/information/UC.  
4. Experience in Finalization of Annual Accounts in respect Autonomous Bodies registered under Societies act, 1860/PSU’s  
5. Experience in Auditing (Statutory, Internal and C&AG).  
7. Computer literacy is compulsory. |
| 2      | Front Office Counsellor         | 01               | BE/ B.Tech. (CS/IT/ Electronics)/BCA/ B.Sc (CS/IT) OR B.Sc. (Non-Med) with NIELIT O-level certificate or Higher | 35 Years.                         | 20,691/-  | 15,500/-       | Handling students’ queries and admissions, attending phone calls and other miscellaneous training activities, handling administrative activities of the centre. (One year experience is desirable.) |
| 3      | Office Assistant                | 01               | Graduation with knowledge of MS Office or NIELIT CCC certificate. **Desirable:** Knowledge of Tally | 35 Years.                         | 20,158/-  | 15,100/-       | Clerical work in Admin/Accounts/Director’s Office, Maintenance of Consumable Stores, Xerox Work, Bank, Post Office & other outside transactions, Hindi Section and other Multi Tasking Jobs. (One year experience is desirable.) |

* Inclusive of Agency Charge @8.00% on Gross Pay and GST @ 18% on (Gross Pay Plus Agency Charges).