

## National Institute of Electronics and Information Technology, Jammu University Campus, University of Jammu, Jammu

## Hiring of manpower on contract basis for NIELIT, Jammu Advt. No.: NIELIT (J)/10/2023 dated 15/02/2023

## Details of eligibility qualification, experience required for each position

S. No.	Position	Essential	Post Qualification	Desired Knowledge / Qualification / Certification	Age Limit	Monthly
	(Current	Qualification	Experience (after			Remuneration
	Vacancy)		acquiring essential			Consolidated
			qualification)			(in ₹)
1	Accounts	B.Com with	Minimum 3 years of	Preparation of Final Accounts including		
	Executive	CA	experience in handling	consolidation/splitting with Sub Centre(s)	Max.40 Years	Rs 28,000/-
	(1 at Jammu)	Inter/MBA	GST, TDS, EPF matters	Preparation of Budget Estimates & Revised		
		(Finance)	preferably in a	estimates of Income & Expenditure		
			Central/State Govt Office	Handling all GST queries. Periodical GST		
				Compilation, deposit, returns after reconciliation		
				of Input Tax Credit with GSTR 2A		
				Processing of vendor bills (Assets, Consumables,		
		OR		AMC, Housekeeping etc)		
				Monthly deposit of TDS – Salary, Contractual		
				Staff, Professionals, Filing quarterly TDS return of		
				salaries (24Q) & other than salaries (26Q), Issue		
			_	of Form 16A, Reconciliation of TDS with 26AS		
		M.com	Minimum 5 years of experience in handling GST, TDS, EPF matters preferably in a Central/State Govt Office	Monthly deposit of TDS under GST, issue of GSTR		
				7A forms (J&K)		
				Entry in Tally and generation of invoices		
				Issue of receipts for payments received including		
				linking of payments		
				Monthly IEBR, Bank Reconciliation, Stale entries		
				and adjustment entries		
				User Bill Preparation & Issuance		

Note: The Qualification of the candidates must be from a recognized Institution/Board/University as per Govt. of India rules.