

File No.1(64)/2017-NIELIT

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

National Institute of Electronics and Information Technology (NIELIT)

Ministry of Electronics and Information Technology (MeitY)

Telephone: 011-24363330-1-2, 24366577; 80 Fax: 011-24363335, 24363937

VACANCY CIRCULAR

National Institute of Electronics and Information Technology (NIELIT) is an 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 Centers at 38 locations in all over India.

2 Application in the prescribed proforma (as per annexure of the advertisement) are invited from eligible officers for filling up of the post of Chief Finance Officer on deputation basis in National Institute of Electronics & Information Technology (NIELIT) as per the details given below:

Name of the post	:	Chief Finance Officer
Number of post(s)	:	01 (One)
Pay Matrix	:	Level -12 (Rs.78800-209200)
Method of Recruitment	:	Deputation (Lien vacancy for a period of Two years)
Age Limit	:	56 years
Period of Deputation	:	Initially for two years or till regular incumbent revert back to NIELIT, whichever is earlier.
Eligibility	:	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.15,600 - 39,100/- (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.

Educational 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.
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- Posting** : Initially the post is for New Delhi HQs, however, the post is transferrable based on the functional requirement of the Organisation/Govt of India.
- How to Apply** : Candidates meeting the above eligibility conditions may download the format available in website <http://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, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003.

3 Person working in Government/PSUs/Autonomous organizations may send their duly signed, filled-in Application form in the prescribed format(as annexed) 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, vigilance/disciplinary clearance.

4 Candidates,are advised to submit an advance copy of the application form well before the last date. However, the application will not be considered by the Screening Committee, if it is not received through proper channel before the date of Screening.

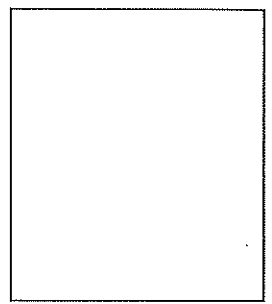
5 Last date for receipt of applications is on or before 19th September, 2017.


(Janak Raj)
Registrar

Enclosure as annexed

APPLICATION PROFORMA FOR THE POST OF CHIEF FINANCE OFFICER IN NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY (ON DEPUTATION)

- 1 Name & Designation :
- 2 Date of Birth :
- 3 Gender :
- 4 Educational Qualification :
- 5 Mobile No. :
- 6 Email ID :
- 7 Service/Batch :
- 8 Details of employment in the chronological order. Enclose a separate sheet duly authenticated by the Department, if space below is insufficient.



Department /Institution/ Organisation	Post held	From	To	Scale of Pay and basic therein	Nature of duties performed

- 9 Details of current deployment :
- 10 Basic Pay, Pay Scale & Grade Pay :
- 11 Details of courses/training programmes attended, if any :
- 12 Details of publication, if any :
- 13 Languages known :
- 14 Details of previous ex cadre deputation, if any :
- 15 Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if needed.
- 16 Remarks

(Signature of the Candidate)
Address:

Date:

It is certified that particular furnished are correct and no disciplinary case is either pending or contemplated against the officer and no penalty, major or minor, was imposed on the officer during the last 10 years and his integrity is beyond doubt.

(Signature of the Head of Department)
(With Stamp)