



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, तिरुपति
National Institute of Electronics and Information Technology, Tirupati
(Under Ministry of Electronics & Information Technology, Govt. of India)

WALK-IN INTERVIEW

Name of the Post	No. (s)	Max. Age limit	Date of Interview (from 11 A.M)	Consolidated Emolument (per month)
Faculty	3	32 yrs	27 th Jan. 2025	Rs.22, 000/- to Rs. 30,000/-
Accounts Assistant	1	32 yrs	28 th Jan. 2025	Up to Rs.22, 000/-
Front Office Counsellor cum Office Assistant	1	32 yrs	29 th Jan. 2025	Up to Rs.20, 000/-
Sweeper	1	40 Yrs	30 th Jan. 2025	Rs.16,500/-
Security Guard	2	40 Yrs	31 st Jan. 2025	Rs.16,500/-

Place of Posting: Tirupati

National Institute of Electronics and Information Technology (NIELIT) is an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Govt. of India, 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. It is engaged in formal and non-formal education in the above areas 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 52 locations in Agartala, Ahlawalpur (Saksharta Kendra), Aizawl, Ajmer, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Hyderabad, Imphal, Itanagar, Jammu, Jorhat, Kargil, Kohima, Kokrajhar, Kolkata, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Patna, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tezu, Tirupati and Tura etc., with the Headquarters at New Delhi.

NIELIT Tirupati is under establishment in the SV University campus, Tirupati to be emerged as one of the premier institutions providing affordable quality education as per the job market requirements for candidates from all over India in state-of-the-art fields like Information Security, Cloud Computing, Data Science, AI, VLSI, Embedded Systems, Industrial IoT. NIELIT Tirupati is being set-up to impart training in online, blended and class room modes delivered with the help of modern ICT tools.

NIELIT Tirupati is looking for bright & result-oriented candidates. The positions available are purely on a temporary contractual basis on consolidated emolument initially for a period of **6 (Six) months**.

- 1) **Name of the post** : **Faculty**
Number of post(s) : 03 (Three)
Consolidated Emolument : Rs.22, 000/- to Rs. 30,000/-

Essential: B.E / B. Tech. (CSE /IT/ ECE/ Electronics and Instrumentation), or equivalent with First class from recognized university/institution.

Desirable: Proved expertise in handling training sessions for graduate engineers/ Technocrats. Sound knowledge with at least 1 Year of Experience in teaching/ research in Data Science/ Cloud Computing/ Machine Learning/ Artificial Intelligence/ Information Security / Embedded System/ IoT/ VLSI or M. E. / M. Tech in relevant field

Job Responsibilities for Faculty

- Taking Classes.
- Assist in day to day administration activities in Training Section.
- Develop and maintain a filing system.
- Provide general support to visitors.
- Assist Students in Projects.
- Interact with Training Centers.
- Other work assigned by the reporting officers.

2) **Name of the post : Accounts Assistant**

Number of post(s) : 01 (One)
Consolidated Emolument : Up to Rs 22,000/-

Essential: Master Degree in Commerce from recognized university/Institution with knowledge of Tally and computer proficiency certificate preferably NIELIT 'ÇCC' or higher. Must be conversant with GoI rules & regulations including GFR, CVC etc.

Desirable: One (01) years post qualification experience in the area of commercial finance and accounts preferably in Govt. Organization/ Autonomous Body/ PSU/ Industrial Establishment of repute and must also have working knowledge of Tally

Job Responsibilities for Accounts Assistant:

- Recording day to day transactions in Tally.
- Maintaining PFMS account
- TDS, GST-TDS and ant other statutory payment & filing thereof.
- Preparation documents as per Audit requirements and Generation of e-invoice
- Preparation of salary bill for all categories of employees, EPF, Budget, finalization of accounts.
- Preparation of Balance Sheet
- Assist in day to day Accounts activities.

3) **Name of the post : Front Office Counsellor cum Administrative Assistant**

Number of post(s) : 01 (One)
Emolument : Up to Rs.20,000/-

Essential: Bachelor's Degree from the recognized university or higher with at least one year of experience in Counselling/ Front Office Management. Candidate must possess good communication skills (speaking/writing) in Hindi, English & Telugu.

Desirable: Must possess good communication skills and working knowledge of computer preferably NIELIT 'CCC' or higher certification.

Job Responsibilities for FOC cum Administrative Assistant:

- Assist in day-to-day administrative activities in record keeping, maintaining files, upkeep of different records, using portals like GeM end e-Office etc.
- Prepare communications such as memo and order for different stake holders.
- Prepare notes, reports and other documentation related to task
- Other work assigned by the reporting officers

4) **Name of the post : Sweeper**

Number of post(s) : 01 (One)
Emolument : Up to Rs 16,500/-

Essential: Matriculation with prior similar experience Matriculation with prior similar experience

Desirable: Experience in house keeping activities

Job Responsibilities for Sweeper:

- Cleaning rooms, floors, stairs, sidewalk by sweeping, mopping, scrubbing or vacuuming.
- Cleaning walls, glass, furniture, machines and equipment.
- Operating cleaning equipment like vacuum cleaner, scrubbers and carpet cleaners etc.
- Other work assigned by the reporting officers

5)

<u>Name of the post</u>	:	<u>Security Guard</u>
Number of post(s)	:	02 (Two)
Emolument	:	Rs.16,500/- Consolidated

Essential: Matriculation with prior similar experience
Desirable: An Ex-serviceman will be preferred

Job Responsibilities for Security Guard:

- Providing a visible security presence
- Recording the names of visitors, giving them assistance including crowd management
- Adhering to a given security measures, reviewing CCTV.
- Patrolling the interior and exterior of a property in set intervals.
- Responding to emergencies & security incidents promptly
- Other work assigned by the reporting officers

General Terms & Conditions

1. The candidates must bring original and one copy of self-attested certificates of qualification, age, experience, a detailed resume and one passport-size photograph.
2. The qualification of candidates must be from a recognized University/Institution. Mere fulfilling the essential qualification/experience does not guarantee selection.
3. The selected candidate shall be paid consolidated emoluments only and will not be paid any other financial benefits like Medical, HRA, Transport, etc.
4. The number of vacancies may increase/decrease based on the final assessment or the recruitment process may stand cancelled and such changes may be made by NIELIT Tirupati without any notice.
5. Unless suitable candidates are found, posts shall not be filled.
6. Selection of candidates for appointment to the above-mentioned position will be based on the performance of the candidates in the walk-in interview and as found eligible as per prescribed criteria.
7. NIELIT reserves the right to conduct written tests or skill tests for screening of the candidates before the interview if felt necessary.
8. The selected candidates will be offered contractual engagement on a purely temporary contract basis for a period of 3 to 6 months initially/co-terminus with the project, which may be extended depending upon the performance of the candidate and the requirement of NIELIT. These posts do not carry any entitlement for regularization in the future.
9. The contract appointment shall not confer any right for regularization/absorption or continuation of service in NIELIT, Tirupati.
10. Contract may be terminated at any time by giving one-month notice on either side. The applicants will have no claim implicit or explicit for consideration against any NIELIT post.
11. The offer of appointment for the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completeness of other formalities.
12. NIELIT reserves the right to assign duties to the selected candidate in any location where NIELIT Tirupati has a work in progress.
13. Applications not providing adequate information required for assessment will be liable for rejection. Canvassing/ influence of any kind to secure the job in any manner shall disqualify the candidate.
14. The candidate must report for a walk-in interview on the specified date mentioned against the position(s) s/he is interested in, at the below given address:

National Institute of Electronics and Information Technology, Tirupati, Ground Floor, Innovation & Incubation Centre, Sri Venkateswara University Campus, Tirupati, Andhra Pradesh - 517502