

# **National Institute of Electronics and Information Technology, Delhi Centre**

2<sup>nd</sup> Floor, Parsvnath Metro Mall,  
Inderlok Metro Station, Inderlok, Delhi-110052

## **Eligibility Criteria for Advertisement No.NIELIT/NDL/678-1 for Engagement of One Senior Executive (Financial Management) at NIELIT Delhi Centre purely on contract basis, initially for one year**

<b>S. No.</b>	<b>Name of The Post (Number of Post)</b>	<b>Essential Qualification</b>	<b>Consolidated Monthly Salary (Rs.)</b>	<b>Experience (after availing essential qualification) as on 16-02-2021</b>	<b>Age Limit as on 16.02.2021</b>	<b>Job Profile/ Skill Set</b>
1	<b>Senior Executive (Financial Management)</b>	Degree of Chartered Accountant	Rs.45,000/- to 55,000/- (Negotiable)	Minimum 03 Years	Not exceeding 45 Years	i) Finalization of Annual Accounts of the Centre; ii) Realization/Reconciliation of Debts/Debtors/remittances; iii) Comprehensive knowledge of GST Act, Income Tax Act, Contract Labour Laws and statutory matters like EPF and ESI Rules applicable to Societies; iv) Preparation, calculation and filing of GST Return, Income Tax Return, TDS Return, EPF Return and ESI Return applicable to Societies; v) Knowledge of Accounting Software Package "Tally ERP 9" vi) Application of GFR in various proposals, Procurements; vii) Routine Accounting matters, Budgetary etc. viii) Any other work assigned.