

National Institute of Electronics and Information Technology, Kohima

Qualification & Experience requirement details:

Sr. No.	Position	Qualifications and Experience	Remuneration per month in Rs.
1	Accountant	B.Com. / M.Com. 4 years experience in :- I) Accounting Software (Tally ERP 9) II) Statutory/ Internal /C&AG Audit III) Income Tax/TDS/GST return filing Candidate must be able to take Tally classes.	20000-25000
2	P.A. to Director	Graduate/Post Graduate with atleast 2 nd Division and 6 months certificate course in computer. Good typing skills/Short hand, Computer knowledge, good communication skill (written and verbal) in English is must. Candidate having relevant experience will be an added advantage.	15000-20000

GENERAL INSTRUCTIONS:

1. **Age:** Not more than 35 years.
2. Prescribed application form can be obtained from NIELIT Kohima office or from our website. Candidate downloading the form will have to pay the cost of form (Rs 200) during submission of documents.
3. **Last date of form submission: 30th January, 2020 (3:00 pm)**
4. Candidate can also submit the scanned copy of form along with the required documents by email at kohima@nielit.gov.in and pay the cost of application form before the commencement of the test interview.
5. One set of self attested document must be submitted before the test / interview for Online submitted applications.
6. The qualification of the candidates must be from recognized University/Institution
7. Shortlisted candidates will be informed the time and venue of the test/ interview.
8. No TA/DA will be provided to candidates for appearing for the test/ interview
9. Candidates must bring all relevant original certificates and mark sheets during interview.
10. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
11. The requisite experience (if any) for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
12. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the closing date for applying i.e. 01/01/2020.

13. The selection of the candidates will be through a test/practical test and performance in the interview.
14. NIELIT, Kohima reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
15. Candidates are advised to visit the official website of NIELIT Kohima i.e. **www.nielit.gov.in/kohima** for any updates.