

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान

NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार की एक स्वायत्त वैज्ञानिक संस्था)

(An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India)

गवर्नमेंट पॉलिटेक्निक कैम्पस, वारकुंड, दमन (यू.टी.) - ३९६ २१०, भारत Government Polytechnic Campus, Varkund, Daman (U.T.) - 396 210, India

Walk-in-interview for the post of Accounts/Admin Staff on Contract

National Institute of Electronics and Information Technology (NIELIT) is a premier organization engaged in Education, Training, R&D, and Consultancy in the areas of Electronics, IT, and ITES. NIELIT is looking for suitable candidates for the post of Account Executive at its **Daman Centre**.

Name of the post	Accounts Executive
No. of Posts	One
Basic Qualification	B. Com. /BBA
Experience (preferable)	Experience in MS Office & Tally Software. Experience in Office Accounting and Administrative work.
Age	Below 35 years (as on 31-12-2023)
Selection Process	Walk-in-interview on 12-01-2024 (Friday) at 9.30 AM
Duration of engagement	Initially for Six months; extendable based on requirement and suitability
Remuneration	Between Rs.15000/- to 25000/- based on qualification, experience, and performance in the interview

GENERAL INSTRUCTIONS

1. Only Indian nationals are eligible to apply.
2. Candidates should bring with them their biodata, the original certificates, and one copy of qualification proof and date of birth.
3. NIELIT Centre Daman reserves the right to fill or not to fill the post advertised
4. Candidates with relevant experience will be preferred.
5. Experience is counted only for the period after obtaining the eligibility, qualification.
6. No TA/DA will be provided to attend the interview.
7. Candidates should report for interview at NIELIT Daman on 12-01-2024(Friday) at 9.30 AM.
8. Canvassing in any form or trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
9. This selection is only for contract engagement. The selected candidate cannot claim regularization in any of the positions at the centre.

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