



**National Institute of Electronics and Information Technology (NIELIT) - Gangtok**  
(Under Ministry of Electronics & Information Technology, Govt. of India)  
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## Walk in Interview on 08<sup>th</sup> September 2020

Sl No	Name of the Post	Nos. of Post	Educational Qualifications	Salary	Job Responsibilities
1	Assistant Account	01	B.Com / M.Com / BBA / MBA / CA/ICWA(Inter) with Knowledge in Tally/GST	Rs 17000/- P.M (Consolidated)	The candidates should have knowledge in Accounts related work (Preparation of payroll, BRS & assist in Finalization of accounts / budgeting etc.) & should have a minimum of 01 year of experience in maintaining accounts using Tally software
2	Front Office	01	Any graduate with working knowledge of computer and MS Office	Rs 13000/- P.M (Consolidated)	Looking after the reception / enquires & day to day administrative work. Preference will be given to those having NIELIT BCC/CCC or Higher level certificates

Interested and eligible candidates may appear for interview on **08<sup>th</sup> September 2020** at NIELIT Gangtok, Indira Bypass Road, Sichey, Near, KBT petrol pump. For Application form and other terms & conditions please visit our website <http://nielit.gov.in/gangtok/recruitments>