

**NATIONAL INSTITUTE OF ELECTRONICS & INFORMATION TECHNOLOGY,
KOHIMA**



रा.इ.सू.प्रौ.सं
NIELIT

Ministry of Electronics & IT, Govt. of India

Meriema, New High Court Road, Post Box-733, Kohima

Website : www.nielit.gov.in/kohima

Email : kohima@nielit.gov.in

Ref No. **NIELIT/KMA/01/02/04-ADMN**

Dated:22-06-2021

Terms & Conditions for appointment of One Accountant on short term contract basis with consolidated remuneration

1. **Name of position:** Accountant (1 Post)
2. **Essential Qualification:** B.COM /M.COM 2nd Division from recognized University/Institution.
3. **Other Qualifications:** Must have Tally ERP 9.0 Certificate from reputed Institution
4. **Experience:** Minimum 3 years of experience in handling preparation of financial statements, filing of taxes GST/TDS etc.. and having good working knowledge on Tally ERP 9 software
5. **Maximum age limit:** Upto 35 years. Age relaxation as per govt rule for ST/SC & OBC
6. **Consolidated remuneration:** Rs. 20,000 to 25,000 per month
7. **Place of posting:** NIELIT Kohima
8. **Contract Period:** Initially for a period of 6 months which may be extended based on performance and requirement of the centre
9. **Mode of engagement:** Interview to the advertised position shall be held only in **Online mode through ZOOM App**. Applicants shall ensure availability of Desktop PC with Camera & speakers/Laptop/Mobile devices, network connectivity with proper bandwidth, **Request to conduct interview other than Online mode shall not be entertained and such request shall be summarily rejected. NIELIT Kohima shall not be responsible for any disconnection during the interview or the candidate unable to join the Online Interview.**
10. Applicants can register at <http://nielit.gov.in/kohima/recruitments> **on or before 2nd July 2021 , 1:00 PM**. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Date of Interview along with the meeting link will be intimated through email/SMS only to the Candidates. **Candidates will be required to appear in an Online Interview using ZOOM app. Candidates are required to download the apps and shall be ready to attend the interview as per the time slot given.**

11. Name of the Applicant in application form must be the same as mentioned in the certificate of class 10th. In case the candidate has changed his name subsequent to class 10th, the evidence to this effect will be furnished by the candidate at the time of interview. Verification of documents of educational qualification, experience etc. will be done before interview.
12. Candidates are required to attach the following documents/certificates with the Application form-
 - a) Resume
 - b) Caste certificate (SC/ST/OBC), if applicable.
 - c) Matriculation/10th Class certificate showing Date of Birth.
 - d) Degree/Certificates of essential qualification which makes him/her eligible for applying for the position applied for.
 - e) Degree certificate of higher educational qualification, if any.
 - f) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
13. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
14. NIELIT Kohima has the right to accept or reject the application without assigning any reason thereof.
15. A few selected candidates, as per merit, may also be kept in panel for future requirement, however, it will not entitle them to claim as right to engagement.
16. Applicants are advised to visit the website of NIELIT Kohima <http://nielit.gov.in/kohima/recruitments> for any updates. No separate communication shall be made in any other form.
17. For any query: Contact **9402469057 / 9436215243** from 9:30 Am to 4:00 PM
18. In case of any dispute, decision of the Competent Authority of NIELIT Kohima will be final.