



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान  
National Institute of Electronics & Information Technology

An Autonomous Scientific Society under the administrative control of  
Ministry of Electronics & Information Technology (MoE&IT), Government of India  
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

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### Post: Executive Assistant

1. No of position : **01 ( One)**
2. Essential Qualification: **Graduate in any discipline. Knowledge of computer operation.**
3. Total Experience (Post Qualification):  
**4 (four) years post qualification experience.**
4. Desirable: **Experience in government projects and various roles like overall administrative duties, Knowledge of Govt. rules.**
5. Age limit: **Maximum 45 years**
6. Role/Responsibility:
  - Assistance in providing overall technical support for monitoring of the project.
  - Assistance in monitoring of financial activities/ transactions, fund utilization of the project.
  - Maintaining file record of all the files under the project.
  - Preparation of Monthly Progress report, Minutes of Meeting, Noting -Drafting, ATR etc.
  - Any other work related to the project implementation.
7. Remuneration: **Upto Rs.35,000/- per month**
8. Contract Period: Initially for a period of six month. Extendable based on performance /requirement.