NIELIT
Recruitment Rules-Non S&T Officers

Name of the Post	Number of Post	Classification	Level in the Pay Matrix	Whether Selection post or Non-Selection Post	Age Limit for Direct Recruits	Educational and Other Qualifications required for Direct Recruits
(1)	(2)	(3)	(4)	(5)	(6)	(7)
Finance Officer	02* (2022)	Group 'B'	Pay Band & Grade Pay PB2: Rs.9300-34800+ Grade Pay Rs.4600 Revised Pay Matrix as per 7CPC: Level-07 in the pay matrix (Rs. 44900-142400)	Selection	Upto 30 Years (Relaxation as per GoI Rules / Norms)	**Essential Qualification:** a) CA/ICWA b) Post Graduate Degree in Commerce with minimum 60% marks. c) MBA (Finance) from recognized University / Institute with minimum 60% marks **Experience:** Nil for (a) & (c) 3 Years for (b)

Whether age and Educational Qualifications prescribed for Direct Recruits will apply in the case of Promotions	Period of probation, if any	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation / Absorption and Percentage of vacancies to be filled by various methods.	In case of Recruitment by Promotion / Deputation / Absorption grades from which Promotion / Deputation / absorption to be made	If a Departmental Promotion Committee exists, what is its composition (Composition of Selection Committee)	Circumstances in which Union Public Service Commission to be consulted in making Recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
No	One year in the case of Direct Recruits	Direct Recruitment / Absorption / Deputation (including short term contract)	**Essential Qualifications:** Graduate from a recognized University / Institution with Computer knowledge preferable 'CCC' or higher certificate. Employees of Central / State Govts. their attached / Subordinate/ Statutory office/ PSUs /Autonomous Bodies (i) holding analogous post on regular basis. **OR** (ii) holding a post in PB2: 9300-34800 with GP Rs.4,200/- with minimum 3 years of regular service in the grade and having experience of dealing with matters related to Finance / Accounts / Budgeting / Audit.	**Composition of confirmation Committee comprising of** (i) Director General or his nominee : Chairman in case of HQs and Executive Director in case Centres (ii) Chief Finance Officer of equivalent : Member level Officer (iii) One officer from Institute (not below : Member the rank of Jt. Director to be nominated by Appointing Authority.	Not applicable

* Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies / PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.

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(1)	(2)	(3)	(4)	(5)	(6)	(7)
Assistant Director (Finance) / Accounts Officer	02* (2022)	Group 'A'	Pay Band & Grade Pay, PB3: 15600-39100 + Grade Pay Rs. 5400/- (Revised Pay Matrix as per 7CPC: Level-10; 56100-177500)	Selection	Upto 40 Years (Relaxation as per GoI Rules)	**Essential Qualification:** a) CA/ICWA b) Post Graduate Degree in Commerce with minimum 60% marks c) MBA (Finance) from recognized University / Institute with minimum 60% marks **Experience:** 2 Years for (a) 5 Years for (b) & (c)

Whether age and Educational Qualifications prescribed for Direct Recruits will apply in the case of Promotions	Period of probation, if any	Method of Recruitment whether by Direct Recruitment or by Promotion or by Deputation / Absorption and Percentage of vacancies to be filled by various methods.	In case of Recruitment by Promotion / Deputation / Absorption grades from which Promotion / Deputation / absorption to be made	If a Departmental Promotion Committee exists, what is its composition (Composition of Selection Committee)	Circumstances in which Union Public Service Commission to be consulted in making Recruitment.
(8)	(9)	(10)	(11)	(12)	(13)
No	One year in the case of Direct Recruits	Direct Recruitment / Transfer (absorption) failing which by Deputation	**Essential Qualifications:** Graduate from a recognized University / Institution with Computer knowledge preferable CCC or higher certificate. Employees of Central / State Govts. their attached / Subordinate/ Statutory office/ PSUs/Autonomous Bodies (i) holding analogous post on regular basis. **OR** (ii) holding a post in PB2: 9300-34800 with GP Rs.4,800/- or equivalent with 2 years of regular service in the grade **OR** (iii) holding a post in PB2:9300-34800 with GP Rs.4,600/- or equivalent with 3 years of regular service in the grade **OR** (iv) holding a post in PB2: 9300-34800 with GP Rs.4,200/- or equivalent with 8 years of regular service in the grade Experience in a supervisory position in the area of Accounts, Finance, Budgeting etc. in a specific autonomous organization.	Composition of Selection Committee: (i)Director General or his nominee : Chairman in case of HQs and Executive Director in case Centres (ii) Director (Fin.)/Dy, FA, MeitY : Member (iii)CFO or officer of equivalent rank : Member in NIELIT (to be nominated by Appointing Authority) (iv) Two outside members from the : Member relevant field not below the rank of Dy. Secretary in Govt. of India **NB:** One of the nominated members must be from SC/ST category. **Screening Committee:** Any 3 (three) members from the above composition.	Not applicable

* Deputation applicable only two employees of Govt. Organisations such as Autonomous Bodies / PSUs, etc. in whose case there is no requirement of approval of Dept. of Pension and Pensioner's Welfare, Govt. of India for exemption from the rule of permanent absorption.