



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 Corporate Office, NBCC Office Complex, Ground Floor,  
Office Block-3, Plate-A, East Kidwai Nagar, New Delhi-110023

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### Post: Multi - Tasking Staff (MTS)

**Qualifications:** Higher Secondary. Positive attitude, excellent qualities to work in a team, perform as per the needs of the organization and ensuring healthy work culture. Prior experience and good track record will be added advantages.

### Role & Responsibilities

No(s)/Salary	Role	Job Description
Two (02)  Rs. 25,000/- per month	Administrative support staff	<ul style="list-style-type: none"><li>▪ General admin support to the PMU team</li><li>▪ Diary, dispatch and carrying of files</li><li>▪ Photocopying and handling fax machine</li><li>▪ Data Entry Work if allotted</li><li>▪ Any other work related to the Scheme implementation.</li></ul>

### Note:

- The Assignment shall be on contract initially for 2 years & extendable based on performance & need upto the duration of the scheme. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, candidate will be terminated.