



National Institute of Electronics and Information Technology

NIELIT Bhawan,
Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi-110077

Engagement for the position of Resource Person (Finance) on short term contract purely on a temporary basis on consolidated remuneration

Advt. No.: I-14030/19/2020-Finance

Date: 04.02.2021

Details of eligibility qualification, experience required for the position of Resource Person (Finance)

Sl. No.	Position (Current Vacancy)	Essential Qualification	Post Qualification Experience (after acquiring essential qualification)	Age Limit	Monthly Remuneration Consolidated (in Rs.)	Job/Work Profile
1.	Resource Person (Finance) 01 Position (NIELIT Hqrs)	Graduation with Computer as one of the main subjects OR Graduation in any stream + Six month's Diploma in Computer from any recognized Institute.	Minimum 3 years post qualification relevant experience	maximum 30 years	₹30,000- 35,000/- per month	<ul style="list-style-type: none">• Reconciliation of Online Fees received through various Payment Gateway, integrated to the portal• Handling Queries of students related to Fees• Replying of Emails related to Online Fees• To make entries in Tally software• Any other task assigned by the superior

Note: The Qualification of the candidates must be from a recognized Institution/Board/University as per Govt. of India rules