

NIELIT Chandigarh

Dated : 05-12-2018

ADVT : FMG-09/12-2018

Post Name : Manager (Finance)

Details of essential qualification(s), experience etc. required for the below mentioned post on contract

basis

Sr. No	Name of the Post	No. of Posts	Place of Posting	Monthly Consolidated remuneration per month	Duration of employment upto (DD/MM/YY)	Essential qualification (s)	Duration and nature of post qualification Work Experience, if required	Job Role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in Shifts (Y/N)	Max. Age Limit (Years)
1	Manager (Finance)	1	Chandigarh	Rs. 70,000/- per month	31.03.2019	C.A. Minimum experience of 3 years	Minimum experience of 3 years	As per Annexure-A.	Yes	N/A	25 to 35 years

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Post Name : Manager (Finance)

Annexure-A

Job Role and responsibilities of the post of Manager (Finance)

1. To assist in the discharge of financial responsibilities.
2. Overall responsibility for maintenance of books of accounts/records and statutory compliance under the income Tax or any other statute.
3. Filing of Income Tax return, TDS return and other statutory returns.
4. Timely deposit of TDS.
5. Maintenance of complete records of inflow and outflow at Head Office/ District/Regional level.
6. To prepare financial statements which present true and fair view of state of affairs of organization.
7. To get the accounts audited.
8. Payment of Invoices.
9. Providing advise on financial matters having impact on the organization as whole.
10. Making all correspondence, Prepration of RFP and tender documents.
11. Having knowledge of purchase procedures.
12. Reconciliation of Govt. Receipts.
13. Such other responsibilities as assigned by the Higher Authorities.

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NIELIT Chandigarh

Dated : 05-12-2018

ADVT : FMG-09/12-2018

Post Name : Consultant

Details of essential qualification and experience etc. required for the following posts on contract basis											
Sr. No.	Name of the Post	No. of Posts	Place of Posting	Monthly Consolidated Remuneration (GIC) Rs	Duration (DD/MM/YY)	Essential Qualification	Post qualification work experience	Job roles and responsibilities	Punjabi passed in Matric (Yes/No)	Duty in Shifts (Y/N)	Age Limit (Years)
2	Consultant	1	Mohali	35000/-	upto 31/03/19	Masters in Social Science/ MCA/ M.Sc. IT/ MBA with at least minimum 50% marks obtained	At least 5 yrs experience in reputed educational training/ research organization + Candidate should have passed Punjabi upto matric level.	<ul style="list-style-type: none"> Ensure achievement of Project milestones and deliverables (technical and managerial) in the State as per timelines and report to Head of Department, Ministry of Panchayati Raj (MoPR)/Ministry of Rural Development (MoRD), GoI Rollout of Project/Schemes related portal and facilitating their adoption in the state Liaison with the Central team at MoPR/MoRD and District Project Management Unit at Districts and ensure that all issues and requirements are either resolved by Consultant or forward them to the respective NIC team Update, Refine, Validate and implement the State Detailed Project Report Review and ensure timely submission of monthly progress report from Districts to State Organize meetings, trainings and workshop etc. on Project/Schemes Assist in making the project proposal and implementation of proposal Correspondence with Govt. of India related project and Draft GOs (Govt. Order) for line departments Any other task related to institution assigned from time to time 	Yes	N	24 to 35

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Post Name : District Project Manager at SBS Nagar & Fazilka

Details of essential qualification and experience etc. required for the following posts on contract basis											
Sr. No.	Name of the Post	No. of Posts	Place of Posting	Monthly Consolidated Remuneration (CTC) Rs	Duration (DD/MM/YY)	Essential Qualification	Post qualification work experience	Job roles and responsibilities	Punjabi passed in Matric (Yes / No)	Duty in Shifts (Y/N)	Age Limit (Years)
3	District Project Manager	2	SBS Nagar & FAZILKA	22,000/-	31/03/19	B.Tech / B.E. (Computer Science/IT/Electronics Communication)/MCA/"B" level course of DOEACC with minimum 60% marks and 2 years minimum experience in software administration or Development/Data Management/Web Designing. Must have passed Matric with Punjabi as one of the Subjects.	2 Years	* One per District will coordinate between the State & each District in running the applications. Provide support with respect to PES applications and State specific applications in the district and coordinate with the State programmer for operational issues and their resolution.	Yes	N	24 to 35
									* Any other task related to e-Panchayat assigned from time to time.		

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