

**NIELIT Chandigarh**

**Details of essential qualification, experience etc. required for the post of Accountant and Assistant Accountant on contract basis in NIELIT Chandigarh against the advertisement published in – “The Tribune” and “Daily Ajit” newspapers dated 06/04/2017**

S N	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month **	Duration	Essential Qualification	Punjabi passed in Matric (Yes / No)	Post qualification Work Experience	Job role and responsibilities	Duty in Shifts (Yes / No)	Age Limit (years)
1	Accountant	1	NIELIT Chandigarh at Mohali	Rs 25000/-	Initially for 1 year	Post Graduation ( Desirable M.Com )	No	3 years experience in handling accounts and working knowledge of Tally software and computerized accounting systems.	Office work	No	40
2	Assistant Accountant	1	NIELIT Chandigarh at Mohali	Rs 20000/-	Initially for 1 year	Graduation ( Desirable B.Com )	No	2 years experience in handling accounts and working knowledge of Tally software.	Office work	No	35

\*\* Employer's share of EPF, if applicable will be paid extra.