

NIELIT CHANDIGARH

ADVT: FMG-06/06-2018

DATED: 26-06-2018

Sr.	Name of the post	No. of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification	Post qualification Work Experience	Job role and responsibility	Punjabi passed in Matric (Yes/No)	Duty in Shifts (Y/N)	Age Limit (years)
1	Helper	1	Chandigarh	6 months from the date of appointment	8 th class pass	Nil	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	-	Y	35 years Max

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ONIELIT Chandigarh

Details of essential qualification(s), experience etc. required for the contractual post(s)

S. N	Name of the post	No of posts	Place of posting	Duration (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)
2.	Technical Assistant	1	Mohali	Initially up to 31/03/2019 & likely to be extended for another year based upon the performance	BE/B. Tech(CS/IT) OR B.SC(CS/IT) OR BCA OR Graduate with One year Diploma in Computer applications.	Min. 2 years experience on Unix Operating Systems	To work on SCO Unix based Systems and handling Line printers	No	Yes	42 years

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Proforma											
Sr. No	Name of the Post	No. of Posts	Period of Contract	Monthly Consolidated remuneration per month	Essential qualification	Regular/Distance Education/Both	Experience	Job Role and responsibilities	Place of posting	Duty in shifts (Yes/No)	Age Limit (Years) Mention relaxation if any
3	Project Coordinator	2	31/3/19	Rs. 40,000/- Per Month	Minimum Graduate Engineer with 60% Marks OR MBA with 60% Marks with one year experience.	Regular/Distance	one year Experience	The job may involve working in shifts and frequent touring to field offices	As per list Attached	Yes	35 Years
4	Data Entry Operators	2	31/3/19	12000/- per month (excluding employer share of EPF)	(A) 10+2 with 60% marks and should have passed "A" level examination conducted by NIELIT (erstwhile DOEACC) Department of Electronics and Information Technology (DeitY), Govt. of India with atleast 55% marks . OR (B) 10+2 with 60% marks and 3 years Diploma in Modern Office Practice with 1st Division from a Diploma level institute duly recognised by the State Board of Technical Education . OR (C) BCA/B.Sc (CS or IT) or B-Tech (IT or CS) with 55% marks. The shortlisted candidates shall be required to pass the proficiency test to be eligible for interview. Proficiency & Experience Candidate must have proficiency in data entry work with atleast 6 months experience in Data Entry.	Regular/Distance	Candidate must have proficiency in data entry work with atleast 6 months experience in Data Entry	For field offices: To do data entry work and other miscellaneous functions as assigned by the office from time to time For Tax Collection Barriers To recover / collect the Motor Vehicle Tax from the commercial vehicles registered in other states while entering in to Punjab State. They will be required to work shift wise in three shifts for 24 Hours.	As per list Attached	Yes	35 Years

Note:- Place of posting shall be at the sole discretion of the department as per requirement

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Proforma

Details of essential qualification(s), experience etc. required for the below mentioned posts 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)
5	Manager (Finance)	1	Head Office, Chandigarh	Rs. 50,000/- 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
6	Assistant Manager (Finance)	1	Head Office, Chandigarh	Rs. 35,000/- per month	31.03.2019	C.A. (Inter) with Experience of 2 years.	Minimum experience of 2 years	As per Annexure-B.	Yes	N/A	21 to 40 years

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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.

