

**Advt. No. I-11011/6/2023-O/o Registrar (E-11138)**

National Institute of Electronics and Information Technology (NIELIT)  
Dwarka, New Delhi

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, द्वारका, नई दिल्ली -110077

**DETAILED ADVERTISEMENT**

NIELIT requires the following person purely on contract basis on consolidated remuneration initially for a period of one year: -

S. No.	Name of the Position	No. of Position	Eligibility Criteria and Experience	Age Limit	Emoluments (Monthly) (inclusive of statutory compliances, if any) [CTC]
1.	Resource Persons (Personal Assistant / Executive Assistant)	03 (Three) Initially for a period of 01 year	<p><b><u>Essential Qualification:</u></b></p> <p>(i) Graduate in any discipline.</p> <p>(ii) Computer course of one year from any recognized institution, preferably NIELIT 'O' Level Course.</p> <p>(iii) Knowledge of working in MS Word, Excel, Access, Power Point, Google spreadsheets and Google forms.</p> <p>(iv) Good oral and written communication Skills.</p> <p><b><u>Experience:</u></b> -</p> <p>0-2 years of working experience in the relevant field</p> <p><b><u>Desirable Qualifications:</u></b></p> <p>(i) MBA in Human Resources Management (HRM).</p> <p>(ii) Knowledge of English Shorthand.</p> <p>(iii) Knowledge of arranging high level</p>	Below 30 Years	Up to Rs. 40,000/ (Depending upon the qualification and experience)

			meetings and appointments. (iv) Typing Speed 35 W.P.M. in English		
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Registrar

**General Terms & Conditions:**

1. Cut-off date for calculating age and experience shall be date of publication of Advertisement i.e. 07<sup>th</sup> September, 2023. Duly filled offline application with self-attested supporting should reach on or before 21<sup>st</sup> September, 2023 to the address: Registrar, National Institute of Electronics & Information Technology (NIELIT) NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi-110077. Applications received after the due date shall be summarily rejected.
2. The number of vacancy is tentative and liable to change as per the requirement of NIELIT.
3. The Remuneration mentioned above is consolidated salary (CTC). The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.
4. Selection of candidate for appointment to the above mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.
5. The selected candidate will be engaged on contract basis initially for a period of one year, which may be extended depending upon the performance of the candidate.
6. The offer of appointment for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
7. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
8. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
9. In the case of any legal dispute, the jurisdiction shall be Delhi.