NITCON LIMITED

VACANCY ADVERTISEMENT- 15/2026-27

Details of Requirement for Deployment of Personnel purely on Contractual Basis

Job Opening No.	Name of Post	Job specification and description	No. of Vacancy	Monthly Payout (Approx.) (Rs.)
NIT/GARC/ 2026-27/01	**Officer-IT**	**Qualification & Experience:** ✓ Bachelor's Degree in Engineering (B.E./B.Tech) from a recognized University. ✓ Minimum 5 years of relevant experience. ✓ Candidates having experience in Automotive Company or Test Agency shall be preferred. **Skills & Competencies:** ✓ Experience in Project Management. ✓ Proficiency in MS Office applications, including MS Word, PowerPoint, Excel etc. ✓ Fluency in written and spoken English. ✓ Strong presentation skills including the ability to use AI tools and Microsoft Copilot for preparing PowerPoint presentations, Excel reports, dashboards etc. **Expected Roles & Responsibilities:** ✓ Coordinate Executive Meetings, including preparation of Minutes of Meetings and timely follow-up on action items. ✓ Assist in maintaining and updating the Tracker for Ministerial Communications and ensure timely internal follow-up. ✓ Prepare dashboards and management reports covering projects, business, finance and other key functional areas. ✓ Automate recurring reports and workflows to improve efficiency and reduce manual effort. ✓ Drive productivity improvement initiatives across relevant functions. ✓ Identify opportunities to implement AI solutions across various business and functional domains. ✓ Evaluate and recommend emerging AI tools and technologies suitable for Organization.	**01 No.**	**As per Industry Standards**

***Note: Monthly Payout is negotiable based on experience and qualifications.**

Terms & Conditions:

1. For applying on the above, a link with "Application Form to Apply" is placed at the website **www.nitcon.org/career**.Selection will be made as per the prescribed norms and requirements of the job.
2. The applications are invited through email at openings@nitcon.org only. No other means/mode for the receipt of the application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. Preference will be given to local candidates subject to their selection.
5. For any clarification, please drop a mail at info@nitcon.org
6. Only eligible and qualified as the requirement of individual vacancy based on the application submitted along with the required enclosed documents shall be called for the interview.
7. NITCON Limited and Client are fully authorized to accept or not to consider any application without assigning any reason.
8. The candidate has no right to ask for any clarification/reason for rejection of the application.
9. The eligible candidates will be called for an interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
10. Mere filling of the Application Form will not confirm your suitability/selection for the post.
11. The duly filled Application Form along with enclosures submitted will be considered for evaluation. Separate/ additional documents submitted shall not be considered for evaluation. So, before filling up the Application Form and submission of documents, please look carefully to ensure correct and complete submission.

12. The candidate has to submit duly filled signed Application Form along with self- attested scanned documents as under:

- Any Certificate showing proof of Date of Birth
- Class 10th Marksheet and Certificate
- Class 12th Marksheet and Certificate
- Graduation Marksheet & Degreela
- Post-Graduation Marksheet & Degree
- Diploma Certificate, if any
- Resume
- Work Experience Certificates
- Aadhaar Card
- PAN

The size of the PDF should not be more 10 MB.