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 Pay-out (Approx.) (Rs.)**
NIT/GARC/ 2026-27/03	**Accounts Officer**	**Qualification:** ✓ M.Com or equivalent / CA – Intermediate / CMA – Intermediate **Experience & Key Responsibilities:** ✓ Minimum 5 years of post-qualification experience in Finance & Accounts. ✓ Experience in invoice verification, processing and payment of bills to vendors and contractors. ✓ Experience in processing employee settlement claims, payroll and related accounting activities. ✓ Knowledge and experience in receivables management and collection from sundry debtors. ✓ Experience in coordinating with banks, vendors, customers and other external organizations for financial and accounting matters. ✓ Sound knowledge of Income Tax and GST provisions, including TDS, Input Tax Credit (ITC) and filing of statutory returns. ✓ Proficiency in Tally /ERP and day-to-day accounting operations. ✓ Working knowledge of MS Office, particularly MS Excel and MS Word. ✓ Good written and verbal communication skills in English and Tamil.	**02 Nos.**	**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 & Degree
- 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.