NITCON LIMITED

ELIGIBILTY CRITERIA- 16/2026-27

Details of Requirement for Deployment of Personnel purely on Contractual Basis				
Job Opening No.	**Post Name**	**Job specification and description**	**No of Vacancy**	**Monthly Remuneration (Consolidated)**
NIT/2026-27/16/01	**Consultant (Administration)**	**Qualification & Experience:** ✓ Graduate with a minimum of 15 years of experience in Central Government/State Government/Autonomous Institutions/PSUS OR ✓ Master's Degree from a recognized University with a minimum of 7 years of relevant experience; OR ✓ Graduate with15 years of experience in Administration, Accounts, Stores or Purchase in Central Government, State Government, Autonomous Bodies, PSUs, Universities or recognized Educational Institutions, with a monthly remuneration of ₹30,000–₹45,000 during the last five years. **Desirable Skills & Competencies:** ✓ Working knowledge of PFMS, GeM, e-Office, MS Office and other Government applications. ✓ Experience in Government Administration, Establishment, Accounts, Stores or Purchase. ✓ Knowledge of General Financial Rules (GFR), GeM, Delegation of Financial Powers Rules (DFPR) and Government Procurement Procedures. **Expected Roles & Responsibilities:** ✓ Assist in recruitment, appointment, promotion, transfer, seniority, leave and other establishment-related activities in accordance with applicable Government rules. ✓ Examine and process matters relating to MACP, pay fixation, maintenance and verification of service books, pensionary benefits and other service-related entitlements. ✓ Process matters relating to CCS Rules, Leave Rules, Conduct Rules, Pension Rules and other applicable Government regulations and instructions. ✓ Examine and process administrative proposals received from the Ministry, departments and other concerned authorities ✓ Assist in procurement of goods and services through GeM and other prescribed modes, including preparation and scrutiny of tender documents, bid processing, evaluation support and contract management. ✓ Assist in processing vigilance references, disciplinary cases, complaints and related administrative matters. ✓ Provide administrative support for the implementation of Institutional programs, missions, projects and other Government initiatives, including coordination, monitoring and maintenance of records. ✓ Assist in day-to-day office administration, office infrastructure management, maintenance of records and coordination of meetings. ✓ Perform any other administrative, establishment-related, procurement related or coordination work assigned by the competent authority from time to time. **Age Limit:** ✓ Preferably up to 40 years. ✓ In the case of retired personnel from Central Government/State Government/Autonomous Institutions/PSUs, the maximum age shall be 64 years.	**02**	**₹75,000**

NITCON LIMITED

ELIBILITY CRITERIA 16/2026-27

Terms and Conditions:

1. Candidates desirous of applying for the above-mentioned positions are required to download the prescribed Application Form from the Careers section of the NITCON Limited website: **www.nitcon.org/career**. The selection shall be made in accordance with the prescribed eligibility criteria and requirements of the respective positions.
2. The duly filled Application Form, along with the requisite self-attested documents, shall be submitted through email at **openings@nitcon.org** only. Applications received through any other mode shall not be considered.
3. The engagement shall be purely on a contractual basis and the selected candidates shall be entitled to the consolidated monthly remuneration prescribed against the respective positions.
4. No TA/DA shall be paid to candidates for attending the interview or any other stage of the selection process.
5. Only candidates fulfilling the prescribed eligibility criteria and submitting complete applications along with the requisite supporting documents shall be considered for shortlisting and further selection.
6. NITCON reserve the right to accept or reject any application, cancel or modify the recruitment process, or not to fill any or all of the advertised positions, without assigning any reason.
7. Shortlisted candidates shall be informed about the interview and other stages of the selection process through the email address provided in their Application Form.
8. Mere submission of an Application Form shall not confer any right upon the candidate to be considered for selection or appointment.
9. Only the dully filled Application Form along with the documents submitted within the prescribed application process shall be considered for evaluation. Any separate or additional documents submitted subsequently may not be considered.
   For any clarification, please drop a mail at **services@nitcon.org**

Documents to be submitted along with the application form:

Candidates shall submit scanned copies of the duly filled and signed Application Form along with the following self-attested documents, as applicable:

- Certificate/document evidencing Date of Birth.
- Class X Marksheet and Certificate.
- Class XII Marksheet and Certificate.
- Graduation Marksheet and Degree Certificate.
- Post-Graduation Marksheet and Degree Certificate, wherever applicable.
- Diploma Certificate, wherever applicable.
- Updated Resume/CV.
- Relevant Work Experience Certificates.
- Any other certificate/document supporting the prescribed eligibility criteria.

Note: PAN and Aadhaar details/documents, if required, may be obtained from the selected candidates at the time of document verification or onboarding.