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/2026-27/16/02	**Consultant (Accounts)**	**Qualification & Experience:** ✓ Graduate with a minimum of 15 years of relevant 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. ✓ Graduate with 15 years of experience in Administration, Accounts, Stores or Purchase in Central Government, State Government, Autonomous Bodies, PSUs, Universities or recognized Educational Institutions. **Desirable Skills & Competencies:** ✓ Experience in Government Administration, Establishment or Accounts. ✓ Knowledge of Government Rules and Procedures. **Expected Roles & Responsibilities:** ✓ Assist in the preparation of Annual Budget, Revised Estimates, budget projections, Outcome Budget and financial statements. ✓ Scrutinize expenditure proposals, cost estimates, financial justifications and proposals involving financial implications. ✓ Monitor budget allocations, expenditure, savings, excess expenditure and utilization of funds, and prepare expenditure statements. ✓ Handle accounting, reconciliation, maintenance of financial records and preparation of financial reports and returns. ✓ Scrutinize procurement proposals, estimates, tender documents, RFPs, financial bids and contract payments in accordance with GFR, DFPR, GeM and applicable Government instructions. ✓ Process and monitor grant-in-aid matters, fund requisitions. Utilization certificates, release of funds and related documentation. ✓ Assist in Internal Audit and C&AG audit matters, including preparation of replies and settlement of pending audit observations. ✓ Examine financial matters with reference to GFR, DFPR and applicable Government accounting procedures. ✓ Prepare financial analyses, statements and reports for the Ministry, Government authorities and competent officers. ✓ Provide financial inputs on budgetary provisions, expenditure control, financial propriety and compliance. ✓ Undertake other finance, accounts and coordination-related work as assigned by the competent authority. **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.	**01**	**₹75,000**

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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.