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/2026-27/16/04** | **Project Associate** | **Qualification & Experience:**<br>✓ Graduate degree from a recognized University/Institution.<br>✓ Proficiency in computer applications and basic office software.<br>✓ 1–3 years of experience in project coordination, project management support or related activities.<br>✓ Experience in handling social media platforms and related Activities.<br><br>**Desirable Skills & Competencies:**<br>✓ Post-Graduate qualification or MBA from a recognized University/Institution.<br>✓ Good written and verbal communication skills.<br>✓ Ability to prepare reports, presentations, official correspondence and other project-related documentation.<br>✓ Familiarity with social media management, content creation and digital communication.<br>✓ Good organizational, coordination and time-management skills.<br><br>**Expected Roles & Responsibilities:**<br>✓ Assist in the planning, coordination and implementation of projects and ensure timely completion of assigned activities.<br>✓ Coordinate with internal departments, external stakeholders and other agencies for effective execution of project activities.<br>✓ Support the management and updation of social media platforms, including preparation and publication of relevant content.<br>✓ Assist in drafting, editing and preparing reports, presentations, project updates and official communications.<br>✓ Maintain project-related records, databases, documentation and progress reports.<br>✓ Collect, compile and analyze project-related information and data for reporting and monitoring purposes.<br>✓ Assist in organizing meetings, preparing agendas, recording minutes and following up on action points.<br>✓ Provide administrative and coordination support for day-to-day project activities.<br>✓ Undertake any other project-related or administrative work assigned by the competent authority.<br><br>**Age Limit:**<br>✓ Preferably up to 40 years.<br>✓ In the case of retired personnel from Central Government/State Government/Autonomous Institutions/PSUs, the maximum age shall be 64 years. | **01** | **₹60,000** |

**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.