NITCON LIMITED

VACANCY ADVERTISEMENT- 17/2026-27

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/ICAT/2026-27/17/11	**Assistant Manager**	**Qualification & Experience:** ✓ Degree in Engineering (B.E./B.Tech.). ✓ Minimum 5 Years of relevant Experience. Candidates having experience in Automotive Company or Test Agency shall be preferred. **Experience Detail & skills set required:** ✓ Experience in Automotive Companies (Regulations/Govt. Affairs/Certification) or Experience in Test Agency. ✓ Experience in Project Management. ✓ Proficiency in MS Office (MS Word, Power Point, Excel etc.). ✓ Fluent in writing and speaking in English. **Desirable:** ✓ Presentation Skills including usage of AI Tools & Co-Pilot for making PowerPoint Presentations, Excel Reports/Dashboard etc. **Excepted Responsibility** ✓ Responsible for coordination of Executive Meetings, Preparing MoMs, Follow-up etc. ✓ To assist in maintaining Tracker of Ministerial Communication and follow-up internally. ✓ To assist in preparing Tenders, PIANS, Technical Evaluation Reports etc. related to activities assigned to DTS. ✓ To coordinate with vendors/suppliers and internal BUs regarding the execution of POs/WOs to be issued for the tenders initiated by DTS.	**01 No.**	**As per Industry Standards***

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

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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 **Online Apply Link** 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 have 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.