F.No.21/01/2021-CS.I (Coord.)
Ministry of Personnel, Public Grievances & Pension
Department of Personnel & Training
(CS.I Division)

.....

2nd Floor, A Wing,
Lok Nayak Bhavan
Khan Market, New Delhi.
Dated 30 November, 2021.

OFFICE MEMORANDUM

Subject: – Filling up of 01 (one) post of Registrar and 01 (one) post of Chief finance officer on deputation basis in National Institute of Electronics and Information Technology (NIELIT). -reg.

The undersigned is directed to refer to the vacancy circular No. 1(64)/2020-NIELIT/4&5, dated 27.10.2021 from National Institute of Electronics and Information Technology (NIELIT), for filling up the 01 (One post of Registrar and 01 (one) post of Chief finance officer on deputation basis in National Institute of Electronics and Information Technology (NIELIT), The last date of receipt of application is within **45 days** from the date of issue of the letter from NIELIT.

2. The circular is hereby uploaded only for eligible CSS Officers in terms of OM No. 2/2/2010-CS.I (U) dated 18th August 2010 and 7/10/2016-CS.I (A) dated 13th April, 2018. **In case of any further clarification, applicants are requested to contact the concerned Ministry/Department which has advertised the circular.**

3. It may be noted that cadre clearance from CS.I Division will be required in case of Under Secretary and above level officers of CSS applying for deputation.

R.Chakrapani

(R.Chakrapani)
Under Secretary to the Govt. of India
Tel.No.24629412

To :

All Ministries/ Departments (through DOPT's website)

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An ISO 9001 : 2008 Certified Organisation)
इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार
Ministry of Electronics and Information Technology, Government of India

Ref.No. 1(64)/2020-NIELIT/ 485 Dated: 27th October, 2021

To

1) Director, ABC Division, MeitY
2) Department of Finance Services, Jeevan Deep Building, Parliament Street, New Delhi-110 001
3) Department of Public Enterprises, Block No.14, CGO Complex, New Delhi-110 003
4) Railway Board, Ministry of Railways, Rail Bhawan, New Delhi
5) Information and Facilitation Center, DoPT, North Block, New Delhi
6) Official websites of all NIELIT Centres/Extension Centres.
7) IITs/NITs/PSUs/Central University

Sub: Filling up the 01 (one) post of Registrar and 01(one) post of Chief Finance Officer on deputation basis in National Institute of Electronics and Information Technology (NIELIT), New Delhi – regarding

Sir/Madam,

National Institute of Electronics and Information Technology (NIELIT) is an autonomous organization of Ministry of Electronics and Information Technology, Govt. of India (MeitY), engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security etc. both in formal and non-formal sectors of education & training besides project execution. It is also one of the National examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector. NIELIT is looking for suitable, qualified, experienced and dynamic professionals for the following posts:

Sl. No.	Name of Post	No. of Post(s)	Pay Matrix	Method of Recruitment	Last Date of receipt of application
1	Registrar	01 (one)	Level -13 (Rs. 123100-215900) (Pre-Revised: PB4: Rs.37400-67000 with Grade Pay Rs. 8700/-)	By Deputation basis initially for a period of 01(one) year which can be extended as per DoPT's guidelines	Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.
2	Chief Finance Officer (CFO)	01 (one)	Level -12 (Rs. 78800-209200) (Pre-Revised: PB3: Rs.15600-39100 with Grade Pay Rs. 7600/-)		

2. A vacancy circular alongwith proforma for filling up of application forms is enclosed herewith. Interested and eligible officers may apply as per the details specified in Vacancy Circular. Last date for submission of duly filled in application form alongwith all the requisite information/documents will be **45 days** from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and **30 days** for the candidates from rest of India.

Thanking you,

Yours sincerely,

27/10/2021

(Susheel Kumar Gabgotra)
Registrar In-charge

Encl: As above

केन्द्र :	अगरतला, आइजॉल, औरंगाबाद, अजमेर, भुवनेश्वर, कालीकट, चंडीगढ़, चेन्नई, दिल्ली, गंगटोक, गोरखपुर, गुवाहाटी, हरिद्वार, इम्फाल, ईटानगर, जम्मू, कोलकाता, कोहिमा, कुरुक्षेत्र, पटना, रांची, शिमला, शिलांग और श्रीनगर
विस्तार केन्द्र :	अलावलपुर, चुचुइमलांग, चुराचांदपुर, डिब्रूगढ़, जोरहाट, कोकराझार, लेह, लखनऊ, लुंग्लेई, माजुली, मंडी, पाली, पासीघाट, सेनापति, सिलचर, तेज़पुर, तेज़ू और तुरा
Centers :	Agartala, Aizawl, Aurangabad, Ajmer, Bhubaneswar, Calicut, Chandigarh, Chennai, Delhi, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Kolkata, Kohima, Kurukshetra, Patna, Ranchi, Shimla, Shillong and Srinagar
Extension Centres :	Alawalpur, Chuchuyimlang, Churachandpur, Dibrugarh, Jorhat, Kokrajhar, Leh, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Senapati, Silchar, Tezpur, Tezu and Tura

National Institute of Electronics and Information Technology (NIELIT)
Ministry of Electronics and Information Technology (MeitY)
NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077

VACANCY CIRCULAR

National Institute of Electronics and Information Technology (NIELIT) is an autonomous organization of Ministry of Electronics and Information Technology, Govt. of India (MeitY), engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security etc. both in formal and non-formal sectors of education & training besides project execution. It is also one of the National examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector. NIELIT is growing at a fast pace and at present has Centres/Extension Centres at 43 locations in all over India.

2. Applications in the prescribed proforma (as per annexure of the advertisement) are invited from the eligible officers for filling up of the following posts on deputation basis (initially for a period of 01(one) year which can be extended as per DoPT's guidelines. Details of the same is as under:

Sl. No	Name of Post / Place of Posting	No. of Post(s)	Pay Matrix	Method of Recruitment	Last Date of receipt of application
1	Registrar / NIELIT HQs, New Delhi	01 (one)	Level -13 (Rs. 123100-215900) (Pre-Revised: PB4: Rs.37400-67000 with Grade Pay Rs. 8700/-)	By Deputation initially for a period of 1 year which can be extended as per DoPT's guidelines	Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India.
2	Chief Finance Officer (CFO) NIELIT HQs, New Delhi	01 (one)	Level -12 (Rs. 78800-209200) (Pre-Revised: PB3: Rs.15600-39100 with Grade Pay Rs. 7600/-		

[A] ELIGIBILITY CRITERIA FOR THE POST OF REGISTRAR

Officers of the Central Government or State Government of Public Sector Undertaking or Autonomous Bodies:
- Holding analogous post on regular basis **OR** Persons having 5 years working experience in the Level 12 of Pay Matrix as per 7th CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 7600/-)

Note 1: Period of deputation (including short term contract) including period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organization of department of the Central Government shall ordinarily not exceed five years.

Note 2: The maximum age limit for appointment by Deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of applications.

Job Responsibility: Registrar will be responsible for Personnel Management/ Financial Management, Strategic Financial Planning/Organizing Senior Level Meeting. Preparation of budget and related matters and day to day management of personal and finance functions.

[B] ELIGIBILITY CRITERIA FOR THE POST OF CHIEF FINANCE OFFICER

Officers of the Central/State Government /other Govt. Organization.
- Holding analogous post on regular basis **OR** Having 5 years Regular Service in the Level 11 of Pay Matrix as per 7th CPC (Pre-revised: PB-3; Rs.15,600-39,100 with Grade Pay Rs. 6600/) or equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry of repute and conversant with commercial accounts related to financial/accounts/budgetary control matters.

Essential Qualification: Degree from a recognized University or equivalent with CA/ICWA/CS/MBA (Finance)/SAS/JAO (Examination conducted by C&AG/CGA)

Job Responsibility: CFO will be responsible for strategic financial planning, Fund Management, budgeting, MIS, investment monitoring, banking, facilitating audit, cost control, Policy level decision, taxation & day to day management of accounting and finance functions.

3. **How to Apply:** Candidates meeting the above eligibility conditions may download the format available in website https://nielit.gov.in/recruitments or NIELIT Centre's website. Duly signed, filled-in application form in the prescribed format (as enclosed) complete in all respects along-with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. and a recent passport size photograph affixed on it may be sent by the last date of receipt of applications and superscribing in envelop with the post applied for and addressed to: **The Registrar, National Institute of Electronics and Information Technology,** NIELIT Bhawan, Plot No.3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi-110 077. The duly filled in applications should be forwarded through proper channel alongwith photocopies of upto-date ACRs/APARs dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance / disciplinary clearance.

4. An advance copy of application alongwith all requisite documents may however, be sent in PDF file through email rect.depu@nielit.gov.in The application will not be considered by the Screening Committee, if the same is not received through proper channel.

5. The applicants who have applied against the vacancy notification published in Employment News on 28th August-3rd September, 2021 for the post of Chief Finance Officer need not apply again. The tenure of deputation, will, however be as indicated in the present notification.

6. Last date for receipt of applications will be 45 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 30 days for the candidates from rest of India

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू. प्रौ. सं.)

National Institute of Electronics and Information Technology (NIELIT)

(An Autonomous Scientific Society of Ministry of Electronics and Information Technology, Government of India)

NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi - 110 077.

RECRUITMENT NOTICE

National Institute of Electronics and Information Technology (NIELIT) is an autonomous organization of Ministry of Electronics and Information Technology, Govt. of India (MeitY), engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security etc. both in formal and non-formal sectors of education & training besides project execution. It is also one of the National examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector. NIELIT is looking for suitable, qualified, experienced and dynamic professionals for the following posts:

Sl. No	Name of Post	No. of Post(s)	Pay Matrix	Method of Recruitment	Last Date of receipt of Application
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2	Chief Finance Officer (CFO)	01 (one)	Level -12 (Rs. 78800-209200) (Pre-Revised: PB3: Rs.15600-39100 with Grade Pay Rs. 7600/-)		

The proforma of application(s) and details of eligibility for the above posts are available in the detailed advertisement which is uploaded on NIELIT website: https://nielit.gov.in/recruitments. Candidates are advised to go through the details on the website carefully for determining their eligibility, as per specified criteria, for the posts before applying. The duly filled in application forms as per the proforma provided, complete in all respects, alongwith testimonials must reach Registrar, National Institute of Electronics and Information Technology (NIELIT), NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area, Sector-8, Dwarka, New Delhi – 110 077. The applicants who have applied against the vacancy notification published in Employment News on 28th August-3rd September, 2021 for the post of Chief Finance Officer need not apply again. The tenure of deputation, will, however be as indicated in the present notification.

REGISTRAR