



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India)
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele: +9111-33861000, 1001, 1005 , वेबसाइट/Website: www.nitdelhi.ac.in

F. No.: NITD/01/Admn/610/2025-26

Dated: 26.06.2025

ADVT. NO.: 11/2025

ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (FINANCE & ACCOUNTS)

National Institute of Technology Delhi invites applications from retired and experienced Government Employees Indian Nationals for engagement as a **Consultant (Finance & Accounts)** to provide assistance in handling Finance and Accounts works and various other related matters.

1. POSITION DETAILS:

S. No.	Name of Post	No. of Post(s)	Age Limit	Qualification	Experience in Relevant Field	Consolidated Salary (In Rs.)
1	Consultant (Finance and Accounts)	01	Not more than 64 years.	Bachelor's / Master's Degree in relevant Subject like Commerce / MBA (Finance) or equivalent etc. from a recognized University.	Essential: Experience at the level of GP Rs. 4200/- and above with 5 years OR Experience at the level of GP Rs. 4600/- and above with 4 years OR Experience at the level of GP of Rs. 5400/- or above with 3 years, in handling/dealing in Accounts & Finance of Academic Institution (IIT / NIT / IIM etc.) / PSU / Statutory / Autonomous Organization / Similar Organization under Central or State Govt. Desirable: <ul style="list-style-type: none">• Candidate having passed Common Assistant Accounts Officer Examination may be given preference• Experience also in handling / dealing internal audit works.	On consolidated fixed remuneration of Rs 48,000/- Per Month

2. ESSENTIAL SKILLS:

- Expertise in IT Office Management Tools/Digital Tools are essential for the position.
- Candidates should possess good knowledge of Computer applications such as MS Office, e-office, email, Tally, Accounting Software, ERP and other relevant software.

3. BASIC FUNCTIONS & WORK PROFILE:

- (i) Handling and dealing with all aspects of Finance and Accounts works.
- (ii) Assisting with Internal Audit functions.
- (iii) Managing other miscellaneous work relating to the Finance and Accounts section.
- (iv) Any other tasks and responsibilities assigned by the Competent Authority.

4. TENURE OF ENGAGEMENT:

- (i) The selected candidate will be appointed for an initial period of one-year, extendable year-to-year basis, but a maximum of up to 05 years.
- (ii) The extension will be subject to satisfactory performance reviews on a quarterly basis and medical fitness.
- (iii) The engagement can be curtailed or extended without assigning any reason, subject to satisfactory performance and the discretion of the competent authority.

5. GENERAL TERMS & CONDITIONS:

- (i) The nature of appointment will be purely on a contract and temporary basis. The appointee shall have NO CLAIM whatsoever to absorption/regular appointment, seniority or similar appointment at NIT Delhi.
- (ii) The number of vacancies is tentative and subject to change. The Institute reserves the right to increase or decrease the number of positions at its sole discretion.
- (iii) The engagement will cease upon completion of the maximum tenure of five years or attaining the age of 65 years, whichever is earlier.
- (iv) The Consultant shall be engaged on a full-time basis and will not be allowed to take up any other assignment during the period of their engagement with NIT Delhi.
- (v) The Consultant must ensure that he/she possesses the required experience and qualifications for the post. Preference will be given to candidates with higher qualifications and experience.
- (vi) If the documents submitted by the candidate at the time of the interview are found incorrect/false, their candidature will stand cancelled. If any of these shortcomings are detected after engagement, their services are liable to be terminated.
- (vii) NIT Delhi reserves the right to reject the candidature at any stage, and the decision of NIT Delhi will be final.
- (viii) NIT Delhi reserves the right to reject the entire selection/advertisement at any stage, and the decision of NIT Delhi shall be final in this regard.
- (ix) NIT Delhi will not pay any TA / DA for attending the walk-in interview and any other selection and joining process for the said post.
- (x) The selected candidate should be prepared to join within a week of the offer of appointment.

6. REMUNERATION:

- (i) The candidate will be entitled to a consolidated remuneration of up to Rs. 48,000/- per month, as per institute norms.
- (ii) The remuneration shall be fixed strictly at the prescribed rate. No request for enhancement or revision of remuneration based on experience, qualifications, or pension drawn shall be entertained under any circumstances.
- (iii) Any increment or increase in remuneration shall be subject to satisfactory performance and will be at the sole discretion of the competent authority.
- (iv) The appointee shall not be entitled to any additional allowances, including but not limited to Dearness Allowance (DA), Transport Allowance (TA), House Rent Allowance (HRA), National Pension Scheme (NPS), Employees' Provident Fund (EPF), Medical Reimbursement, or any other benefits admissible to regular employees of the Institute.

7. TERMS & CONDITIONS OF CONTRACTUAL APPOINTMENT:

- (i) Benefits: Candidate will neither be entitled to the benefits of the Provident Fund Scheme nor Gratuity on the conclusion of the contract.
- (i) Allowances: The consultant shall not be entitled to any allowance or benefits such as Dearness Allowance, Transport Facility, Residential Accommodation, Personal Staff, Medical Reimbursement, etc.
- (ii) Leave: A total of 08 (eight) Casual Leaves (CL) will be admissible in one calendar year. Casual Leaves will be granted on a pro-rata basis, meaning the number of CLs availed will be proportionate to the duration of service rendered during the year. Any additional leaves beyond this limit will be treated as leave without pay.
- (iii) Revision of Terms: NIT Delhi reserves the right to revise the terms & conditions during the tenure of the contract.
- (iv) Working Hours: The normal working hours for Consultant will be 9:00 AM to 5:30 PM as per Institute norms. However, as per the exigency, one has to sit late to complete time-bound work.
- (v) Termination: The contract is terminable with 30 days' notice period/salary from either side. The contract can be terminated without notice if the performance is found to be unsatisfactory or if any declaration is found to be false at any point of time.
- (vi) Medical Fitness: The candidate has to submit a medical fitness certificate from the CMO/Medical Superintendent of a Government Hospital.
- (vii) Handover: Prior to acceptance of resignation, the consultant shall hand over all office files/assets/equipment in his/her possession and obtain a No Dues certificate from the Concerned department.

8. APPLICATION PROCESS:

- (i) Eligibility in all respects shall be determined with reference to the closing date for receipt of applications, i.e., 17.07.2025.
- (ii) Eligible and interested candidates are required to submit the duly filled application form along with self-attested scanned copies of supporting documents (identity, qualification, experience, expertise claimed by the applicant) and two passport-size photographs.
- (iii) Filled application along with all requisites supporting documents must reach, on or before **17th July 2025 till 5:00 PM**, to the office of:

“The Registrar,

National Institute of Technology Delhi,

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, India.”

- (iv) In case the last day falls on a holiday or series of holidays, then the last date of receipt of the application will be the next working day.
- (v) Applicants are required to regularly check the Institute website i.e. www.nitdelhi.ac.in for schedules and updates regarding the actual date of reporting and time of the interview.
- (vi) All applicants are requested to use a preferably A4/Legal/A3-sized envelope for submitting their application.
- (vii) The envelope must be clearly super scribed in the following format:

To,

The Registrar,

National Institute of Technology Delhi,

Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, India.

“Application for the engagement of Consultant (Finance and Accounts) vide the Advt. No.: 11/2025.”

From (Candidate Details):

Name:

Address:

Mobile No.:

Email ID:

-Sd/-
(Registrar)



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली
NATIONAL INSTITUTE OF TECHNOLOGY DELHI
(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

An autonomous Institute under the aegis of Ministry of Education (Shiksha Mantralaya), Govt. of India
Plot No. FA7, Zone P1, GT Karnal Road, Delhi-110036, INDIA

दूरभाष/Tele: +9111-33861000, 1001, 1005 , वेबसाइट/Website: www.nitdelhi.ac.in

**APPLICATION TO THE POST FOR ENGAGEMENT OF
CONSULTANT (FINANCE & ACCOUNTS)**

Paste self-attested
photograph

Note: -Attested copies of all certificates/testimonials should be attached. Originals will have to be shown at the time of Interview.

Name of Candidate (in block letters) :

Father's /Husband's Name :

Gender :

Category (UR/OBC(NCL)/EWS/SC/ST/PWD) :

Date of Birth (DD/MM/YYYY) :

Nationality :

Marital Status :

Mobile No. :

Email No. :

Address for Correspondence	Permanent Address

Educational Qualification

S. No.	Certificate/ Degree	Board/University	College/ Institute	Month & year of passing	Percentage /CGPA	Discipline/ Branch/ Specialization

Experience details (starting with the most recent one):

[illegible]

1. Do you have any near relative working in this Institute?

If yes, please provide the following details:

- (i) Name of the Employee :
- (ii) Relationship with the Applicant :
- (iii) Designation of the Employee :
- (iv) If no, write "No". :

2. Any other (Achievements/Awards/Contributions) :

DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge and belief. If at any time I am found to have concealed any information or given any incorrect data, my appointment, if made, may be terminated without notice or compensation.

Date:

Place:

(Signature)

-
- Self-attested copy of documents in support of claims made application form must be attached.
 - Original documents must be produced at the time of Interview.