



# 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](http://www.nitdelhi.ac.in)

F. No.: NITD/01/Admn/631/2025-26

Dated: 06.03.2026

### ADVT. NO.: 02/2026

#### ADVERTISEMENT FOR ENGAGEMENT OF CONSULTANT (FINANCE & ACCOUNTS)

National Institute of Technology Delhi invites applications from retired (with Experience) Government employees who are Indian nationals for engagement as **Consultant (Finance & Accounts)** to provide assistance in handling Finance and Accounts work and other related matters. There is **no application fee** for submitting the application for engagement to the said post on a **purely contractual and temporary basis**, and eligible candidates are encouraged to apply.

#### 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: Retired (with Experience) at the level of GP Rs. 4200/- and above with 5 years OR Retired (with Experience) at the level of GP Rs. 4600/- and above with 4 years OR Retired (with 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: • Candidate having passed Common Assistant Accounts Officer Examination may be given preference • Experience also in handling / dealing internal audit works.	i. The remuneration of the engaged Consultant shall be fixed in accordance with the norms applicable to retirees covered under GPF/CPF/NPS, as the case may be, for engagement of Consultant.  ii. The engaged Consultant shall be required to submit a copy of the Last Pay Certificate and Pension Payment Order (PPO), on the basis of which the pension is being drawn, for the purpose of fixation of remuneration as per the applicable norms.

#### 2. DESIRABLE SKILLS:

- Expertise in IT Office Management Tools/Digital Tools is 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 engaged for an initially period of one-year (with (02) two days of Notional Break), extendable year-to-year basis, for a maximum of up to 05 years or till attaining the age of 65 years, **whichever is earlier.**
- (ii) The extension will be subject to satisfactory performance reviews on Annual Basis and Medical Fitness.
- (iii) The engagement can be curtailed or extended without assigning any reason, subject to performance review and the discretion of the Competent Authority.

### 5. GENERAL TERMS & CONDITIONS:

- (i) The nature of appointment will be purely on a contractual and temporary basis. The appointee shall have NO CLAIM whatsoever to absorption/regular appointment, seniority or any other kind of 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 be for an initial period of one-year (with (02) two days of Notional Break), extendable year-to-year basis, for a maximum of up to 05 years or till 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 remuneration of the engaged Consultant shall be fixed in accordance with the norms applicable to retirees covered under GPF/CPF/NPS, as the case may be, for engagement of Consultant.
- (ii) The engaged Consultant shall be required to submit a copy of the Last Pay Certificate and Pension Payment Order (PPO), on the basis of which the pension is being drawn, for the purpose of fixation of remuneration as per the applicable norms.
- (iii) The consolidated remuneration so determined shall be final and binding, and no request for enhancement or revision of remuneration on any grounds whatsoever shall be entertained.
- (iv) The appointee shall be paid only the consolidated remuneration as determined under the applicable norms and shall not be entitled to any additional allowances or benefits, including but not limited to Dearness Allowance (DA), Transport Allowance (TPTA), House Rent Allowance (HRA), National Pension System (NPS), Employees' Provident Fund (EPF), Medical Reimbursement, Telephone Allowance, or any other benefits admissible to regular employees of the Institute.

## 7. TERMS & CONDITIONS OF CONTRACTUAL APPOINTMENT:

- (v) 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 18 (eighteen) 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 (Lunch break from 01:00 PM to 01:30 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., **01.04.2026**.
- (ii) **There is no application fee for submitting the application for engagement of Consultant (Finance and Accounts) (purely on contractual and temporary basis) at NIT Delhi. Eligible candidates are encouraged to apply for the said post.**
- (iii) 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.
- (iv) Filled application along with all requisites supporting documents must reach, on or before **01.04.2026 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.”**
- (v) 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.
- (vi) Applicants are required to regularly check the Institute website i.e. [www.nitdelhi.ac.in/](http://www.nitdelhi.ac.in/) for schedules and updates regarding the actual date of reporting and time of the interview.
- (vii) All applicants are requested to use a preferably A4/Legal/A3-sized envelope for submitting their application.
- (viii) 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.: 02/2026.”

From (Candidate Details):

Name:  
Address:  
Mobile No.:  
Email ID:

Sd/-  
(Registrar, NIT Delhi)



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### 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 Statues :

Mobile No. :

Email No. :

Address for Correspondence	Permanent Address



1. Do you have any near relative working in this Institute? If yes, please provide the following details:

- (i) Name of the Employee :
- (ii) Designation of the Employee :
- (iii) Relationship with the Applicant :
- (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 engagement, if made, may be terminated without notice or compensation.

Date:

Place:

(Signature)

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- 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.