EXAMINATION AND INTERVIEW NOTICE FOR VARIOUS POSTS TO BE RECRUITED THROUGH MANPOWER AGENCY

Written examination and/or Interview will be conducted for shortlisting of candidates for the following posts through manpower agency at NITC hostels. The details of the posts and eligibility is given as below:

Sl No	Post	Eligibility	Vacancy	Experience
01	Office Assistant (Skilled) - Accounts	Graduation or Equivalent / Diploma in Commercial Practice	01	Three years of experience in dealing with accounts, including GST filing, TDS compliance, day-to-day accounting, refunds, bank and ledger reconciliation, and maintenance of financial records/tally.
02	Office Assistant (Skilled) – General Administration	Any degree from a recognized board with a minimum of 60% aggregate.	01	Three years of experience in any administrative office.

Age limit for the posts: Below 56 years as on 01.01.2026.

Consolidated pay/month: ₹24,000/- (Approximate, including all statutory liabilities).

The link for applying for the post: https://forms.gle/CmWgcNH7CwtnBZTy7

Start date of application: 19.11.2026

Last date of application: 26.11.2026, 5.00 P.M

Note: Depending on the number of applications received, a written examination may be conducted as part of the selection process, if deemed necessary. Applicants will be notified accordingly.