



**National Institute of Electronics and Information Technology, Kohima, Nagaland**

**Ministry of Electronics and Information Technology, Government of India**

Meriema, New High Court Road, Kohima, Nagaland - 797001

Website: <https://nielit.gov.in/kohima/index.php>

Sl. No	Name of Post	No. of Post	Minimum Qualification	Desirable qualities	Experience	Age Limit	Monthly remuneration consolidated (in ₹)
1	Senior Accountant	1	Bachelor of Commerce (BCom)	<p><b>Knowledge Requirements:</b></p> <ul style="list-style-type: none"><li>• Proficiency in Tally</li><li>• Expertise in Bank Reconciliation Statements (BRS)</li><li>• Strong understanding of Taxation</li><li>• Finalization of Accounts</li></ul> <p><b>Job Responsibilities: The Accounts Assistant will be responsible for:</b></p> <ol style="list-style-type: none"><li>1. Managing daily accounting operations using Tally</li><li>2. Preparing and maintaining accurate financial records</li><li>3. Performing regular Bank Reconciliation Statements (BRS)</li><li>4. Handling taxation matters and ensuring compliance with regulations</li><li>5. Assisting in project-related financial activities and reporting</li><li>6. Collaborating with other departments for seamless financial operations</li></ol>	Minimum of 5 years in CA/Taxation Firm	35 years	₹ 40,000/-