

**NITCON LIMITED****VACANCY ADVERTISEMENT- 14/2026-27**

Details of Requirement for Deployment of Personnel purely on Contractual Basis				
Job Opening No.	Name of Post	Job specification and description	No. of Vacancy	Monthly Payout (Approx.) (Rs.)
NIT/ICAT/2026-27/14/02	Receptionist	Qualification & Experience: ✓ Graduate in any discipline from a recognized university. ✓ Diploma/Certification in Front Office Management, Hospitality, or Customer Service will be an added advantage. ✓ Proficiency in MS Office (Word, Excel, Outlook, PowerPoint). ✓ Experience: Minimum 3 Years Experience. Experience Detail & skills set required: ✓ Minimum 3 years of experience in reception, front office, customer service, or administrative roles. ✓ Experience in handling visitors, telephone management, and basic administrative support. ✓ Experience in a corporate office environment preferred. Desirable: ✓ Excellent communication and interpersonal skills with the ability to professionally handle visitors, calls, and inquiries. Proficient in front office operations, MS Office applications, record management, multitasking, and coordination with internal and external stakeholders while maintaining a high level of customer service and confidentiality. Other Requirements / Remarks: ✓ Knowledge of visitor management systems, EPABX/telephone handling, and office administration processes. Ability to communicate in multiple languages, coordinate meetings and events, and effectively manage high visitor volumes while maintaining a professional and customer-focused approach. Expected Responsibility: ✓ Manage the front desk by welcoming visitors, handling incoming calls, and directing inquiries to the appropriate departments. Provide administrative support through visitor management, meeting coordination, mail handling, record maintenance, and ensuring smooth day-to-day front office operations.	01 No.	As per Industry Standards

***Note: Monthly Payout is negotiable based on experience and qualifications.**



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Terms & Conditions:

1. For applying on the above, a link with "Application Form to Apply" is placed at the website www.nitcon.org/career. Selection will be made as per the prescribed norms and requirements of the job.
2. The applications are invited through email at openings@nitcon.org only. No other means/mode for the receipt of the application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. Preference will be given to local candidates subject to their selection.
5. For any clarification, please drop a mail at info@nitcon.org
6. Only eligible and qualified as the requirement of individual vacancy based on the application submitted along with the required enclosed documents shall be called for the interview.
7. NITCON Limited and Client are fully authorized to accept or not to consider any application without assigning any reason.
8. The candidate has no right to ask for any clarification/reason for rejection of the application.
9. The eligible candidates will be called for an interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
10. Mere filling of the Application Form will not confirm your suitability/selection for the post.
11. The duly filled Application Form along with enclosures submitted will be considered for evaluation. Separate/ additional documents submitted shall not be considered for evaluation. So, before filling up the Application Form and submission of documents, please look carefully to ensure correct and complete submission.
12. The candidate have to submit duly filled signed Application Form along with self- attested scanned documents as under:
 - Any Certificate showing proof of Date of Birth
 - Class 10th Marksheet and Certificate
 - Class 12th Marksheet and Certificate
 - Graduation Marksheet & Degree
 - Post-Graduation Marksheet & Degree
 - Diploma Certificate, if any
 - Resume
 - Work Experience Certificates
 - Aadhaar Card
 - PAN

The size of the PDF should not be more **10 MB**.