



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/2026-27/14/03	Executive	Qualification & Experience: ✓ Graduate in any stream from a reputed university. Additional certifications in Administration, Office Management, Facilities Management, Vendor Management, or Computer Applications will be considered an added advantage. ✓ Experience: Minimum 3 Years Experience. Experience Detail & skills set required: ✓ The candidate should have 3 to 8 years of experience in Administration, Office Management, Facilities Management, or related functions. Experience in handling multiple administrative activities, coordinating with vendors, managing contracts, and supporting senior management in day-to-day administrative operations is preferred. Candidates with experience in large corporate environments will be given preference. Desirable: ✓ Excellent supervisory, people management, verbal and written communication. ✓ Good analytical and problem-solving capabilities. ✓ Excellent organizational and time management skills. ✓ Ability to multitask and handle diverse responsibilities simultaneously. ✓ Adaptability and flexibility to manage changing priorities. ✓ Strong negotiation and vendor/contract management skills. ✓ Sound knowledge of administrative procedures, policies, and best practices. ✓ Computer proficiency in Microsoft Office Suite (Excel, Word, PowerPoint, Outlook), Google Workspace, and email platforms. Other Requirements / Remarks: ✓ Well-groomed, professional, and well-behaved personality. ✓ Outstanding communication and interpersonal abilities.	02 Nos.	As per Industry Standards



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		✓ High level of integrity, confidentiality, and accountability. ✓ Proactive approach toward identifying and implementing process improvements. ✓ Ability to work under pressure and meet deadlines. ✓ Strong coordination skills with internal departments, external agencies, vendors, and service providers. Expected Responsibility: ✓ Managing day-to-day administrative operations (housekeeping, security, pantry, facility maintenance, transportation etc.) and ensuring smooth office functioning. ✓ Coordinating with vendors, service providers, and contractors for procurement and facility-related requirements. ✓ Negotiating contracts, monitoring vendor performance, and ensuring service quality and cost efficiency. ✓ Maintaining administrative records, documentation, contracts, and compliance-related files. ✓ Managing office assets, inventory, and resource utilization effectively. ✓ Identifying opportunities for process improvements and implementing efficient administrative practices. ✓ Ensuring compliance with company policies, administrative procedures, and safety standards. ✓ Handling multiple administrative projects and assignments simultaneously while maintaining service excellence		
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*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 has 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**.