



NITCON LIMITED

VACANCY ADVERTISEMENT- 04/2025-26

Job Opening Number: NIT/ICAT/2025-26/04-04

NITCON Limited is assigned by Client Organization to employ and engage on behalf of Client in the premises of Client Organization **at Manesar on a contract basis**. NITCON Limited is looking for suitable and qualified and eligible candidates for the following openings as under:

Name of the Post: Head Finance

Key Responsibilities:

1. Finance

- Direct financial planning, budgeting, and forecasting processes.
- Monitor financial performance and ensure compliance with financial regulations.
- Collaborate with relevant stakeholders to optimize financial strategies.
- Monitor and analyses the financial performance of business units as profit centers.
- Drive profitability by optimizing business unit operations and ensure sustainable growth.
- Ensure all compliances including audits, taxation and deployment of ERP

2. Purchase

- Oversee Procurement activities and vendor management and to establish and maintain relationship with key suppliers.
- Implement Cost-effective purchasing strategies.
- Ensure compliance with procurement policies and regulations.
- Negotiate and finalize contracts for goods and services.
- Keep the organizational costs fully controlled
- Strict compliance of GFR and managements of all audits

3. Legal

- Provide legal counsel and guidance to the organisation.
- Ensure compliance with the applicable laws and regulations.
- Manage legal risks and liaise with external legal counsel when necessary
- Manage contracts, agreements, and legal documentation.

Educational Qualification:

- Bachelor's degree in Business Administration, Finance, Law, or a related field. MBA or Relevant advanced degree will be an advantage
- Proven experience of more than 25 years in a leadership role, preferably with a background in Government Sector, preferably overseeing multiple functions
- Strong understanding and adherence of government policies and procedures, relevant laws, regulations, compliance standards and indirect taxes.

- Presentable and excellent communication with high interpersonal skills.
- Demonstrated ability to lead and manage diverse teams.
- Sound financial acumen and strategic thinking.
- Strong leadership, administration and strategic planning skills
- Strategic thinking with ability to drive results in a dynamic business environment

Salary: As per Industry Standards

***Employee share deduction will be made as applicable**

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 services@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 the 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 submitting documents, please look carefully to ensure correct and complete submission.
12. The candidate has to submit a duly filled signed Application Form along with self-attested scanned documents as under:
 - a. Birth Certificate
 - b. Class 10th Marksheet and Certificate
 - c. Class 12th Marksheet and Certificate
 - d. Graduation Marksheet & Degree
 - e. Post Graduation Marksheet & Degree
 - f. Diploma Certificate, if any
 - g. Work Experience Certificates
 - h. Aadhaar Card
 - i. PAN

The size of the PDF should not be more than **4 MB**.

Last date for submission of application forms is **02.08.2025**.