



NITCON LIMITED

VACANCY ADVERTISEMENT- NIT/DEL/01/23-24/3

NITCON Limited is looking for suitable and qualified eligible candidates for the openings as under:

Name of the Post: Assistant Manager (Business Development)

Educational Qualification:

- A Bachelor's degree from any University established by law in India.
- Post-Graduation Diploma in Business Administration from any reputed University.

Experience:

- Minimum 5 years of experience in Market research for identifying, negotiating & materializing business opportunities, formulating Business Development strategies & project proposals, preparing responses to RFPs/Tender, maintaining databases & other internal business development tools, preparation of Presentations and working with MS Office.
- Must have at least 3 years of experience of interacting with Government Organization, Central/State Public Sector Companies and Govt. Autonomous bodies.

Desirable requirements:

- Have knowledge of Govt. Policies, Procedures and Procurement norms.
- Conversant with preparation of proposals and negotiation with clients to finalize business deals.

Skill set looking for:

Analytical bend of mind, logical reasoning, good interpersonal skills, strong speaking & writing skills, creative thinking, excellent in networking, negotiation, process management, business acumen, client/stakeholder management, multi-tasking, and should be self-starter.

Age: Maximum age of 40 years (As on 01-01-2024)

Assistant Manager (Business Development) Pay package;

The financial outlay details in the table below:

#	Particulars	Amount in Rs. (Approx.)
1	Gross Salary without perks	45,500/-
2	Perks	9,058/-
3	Statutory deductions like PF-Employee share	5,148/-
4	Take home salary (1+2-3)	49,410/-
5	PF share from organization	5,148/-
6	Terminal Benefits	12,074/-
7	Total CTC (1+2+5+6)	71,780/-

Terms & Conditions:

1. For applying on the above, a link with "Application Form to Apply" is placed at website www.nitcon.org/career Selection will be made as per the prescribed norms and requirement of the job.
2. The applications are invited online through website www.nitcon.org only. No other means/mode for the receipt of application will be considered.
3. No TA/DA will be paid to the candidates for attending the interview.
4. For any clarification, please drop a mail at openings@nitcon.org
5. Only eligible and qualified Candidate as per the requirement of individual vacancy based on application submitted along with required enclosed documents shall be called for the interview.
6. NITCON Limited is fully authorized to accept or not to consider any application without assigning any reason.
7. The candidate has no right to ask for any clarification/reason for rejection of application.
8. The eligible candidates will be called for interview and confirmation for their appearances for their interview shall be communicated through their e-mail as mentioned in their Application Form.
9. Mere filling the registration form will not confirm your suitability/selection for the post.
10. 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.
11. The present place of opening would be either Chandigarh or Delhi but the openings are transferable as per requirement of services
12. The candidate have to submit duly filled signed Application Form along with self-attested scanned documents as under:
 - a. Class 10th Mark sheet and Certificate
 - b. Class 12th Mark sheet and Certificate
 - c. Graduation Mark sheet & Degree
 - d. Post- Graduation Mark sheet / Degree
 - e. Diploma Certificate, if any
 - f. Caste Certificate, if any
 - g. Work Experience Certificate
 - h. Adhar Card
 - i. PAN

Note:

- ✓ The size of the PDF should not be more **10 MB**.
- ✓ Last date for submission of application forms is **18.03.2024**

(Above documents as per Application Form)
