

Date: 04.02.2026

**VACANCY NOTICE**

Applications are invited for the position of **Finance and Admin Officer (01 Post)** on a contractual basis at NTIBIF, NIFTEM Campus, Kundli.

**Qualification:** Bachelor's degree in Commerce/Finance/Management from a recognized university. Professional qualifications such as CA (Inter), CMA (Inter), or MBA (Finance) will be preferred.

**Experience:** Minimum **3–5 years** in finance, accounts, procurement, and administrative functions in Public/ Private Sector. Knowledge of statutory compliances (GST, TDS, audit), accounting software (Tally), and MS Office is essential.

**Salary:** ₹70,000/- per month (annual increment and renewal as per policy).

**Nature of Position:** Contractual.

Interested candidates may submit applications through the following Google form link latest by **20<sup>th</sup> February 2025**: <https://forms.gle/qLQAZTaHyEcc6uNq8>

For details, visit: [www.niftem.ac.in](http://www.niftem.ac.in) / [www.ntibif.com](http://www.ntibif.com)

**CEO, NTIBIF**