

National Institute of Electronics and Information Technology(NIELIT) Chandigarh

PUNCOM Building, C-134, Ind. Area, Phase-VIII, Sector 72, Mohali(SAS Nagar), Punjab-160071

Phone Nos. 0172-2236462, 2236464 Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the contractual posts advertised in “Hindustan Times” & “Dainik Bhaskar” dated 11/01/2019

Non-refundable Application fee is Rs 500/- (Rs 250/- for SC, ST, Person with Disability (PWD) and Women candidates) per application is payable through Bank Draft/Bank Pay Order only

1. Candidates are advised to visit the website – nielit.gov.in/chandigarh for downloading the prescribed Application Form, essential qualifications, post qualification experience, and other relevant details etc.
2. The posts of Senior Faculty and Front Office Counsellor are for **empanelment** only to meet the future needs of the Centre.
3. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before submitting his/her Application Form etc.
4. Before submitting the Application Form the candidate may ensure and satisfy that his/her Name, Father's Name and Date of Birth are identical in his/her Aadhaar Card, PAN Card and Bank account details otherwise the Application Form will be rejected at any stage.
5. Following Application fee is payable, in the shape of Bank Draft/Bank Pay Order drawn in favour of “NIELIT Chandigarh”, payable at Chandigarh or Mohali : -
 - (i) SC, ST, Person with disability(PWD) & Women - Rs 250/-
 - (ii) Any Other Category - Rs 500/-
6. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post(**post qualification experience**).
7. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the closing date for applying i.e. **15/01/2019**, depending upon the post(s) applied, which will remain unchanged even in case of extension of the closing date for submission of the application.
8. The candidates are requested to report on **15/01/2019 between 10.00 am to 2.00 pm** for submission of their Application Form alongwith Application Fee, attested copies of their testimonials etc. at the address mentioned above.
9. The Computer based Typing Test for the post of Data Entry Operator(DEO) will be held on **15/01/2019 from 11.00 am** onwards and the written MCQ Test for the post of Senior Faculty & Front Office Counsellor(FOC) will also be held on **15/01/2019 from 2.30 pm to 3.30 pm**. The candidates will be provisionally allowed to appear in the MCQ/Typing Test at their own risk and cost.

10. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in the MCQ/Typing test does not mean that the candidate is eligible for selection/empanelment.
11. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person on the date of MCQ/Typing Test :-
 - a) Caste certificate (SC/ST), if applicable.
 - b) Category certificate(PWD), if applicable.
 - c) Matriculation/10th Class certificate showing Date of Birth.
 - d) Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - e) Degree certificate of higher educational qualification, if any.
 - f) Requisite post qualification experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - g) Attested copy of PAN Card.
 - h) Attested copy of Aadhaar Card.
 - i) Attested copy of first page of bank passbook where his/her name, address and bank particulars are printed.

In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree. Non-submission of the above documents may lead to cancellation/rejection of the Application Form/Candidature.

12. The candidate must affix his/her recent coloured passport size photograph on the Application Form.
13. The Application Form of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.
14. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application as per the conversion formula of institute/university from where the degree has been acquired.
15. The number, location and duration of posts may vary as per the requirement of the project/user department which will be co-terminus with the project.
16. Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the services of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.

17. The selection/empanelment of the candidates for the post of Senior Faculty and Front Office Counsellor will be through a written test of one hour duration in English, consisting of 50 Multiple Choice Questions (MCQ) of 2 marks each, to be answered on an OMR Sheet, as per the following pattern :-
- (i) Senior Faculty - 70% Computer Science and 30% General Aptitude
 - (ii) Front Office Counsellor – 50% MS-Office & 50% General Aptitude

The candidates for the post of Senior Faculty and Front Office Counsellor must bring blue or black ball point pen for answering/marking on OMR sheet.

For preparing a selection/empanelment list for these posts, 70 marks have been allocated for the MCQ Test, 15 marks for presentation of the candidate before the Selection Committee and 15 marks for the interview. A maximum number of candidates, equal to 5 times the number of each post advertised, who secure 40% or higher marks in the MCQ test, in order of merit, will be considered qualified to be called for an interview. The tentative date for interview is 18/01/2019. However, the actual date and time of interview will be displayed on the website of this Centre later on.

18. The selection/empanelment for the contractual post(s) of Data Entry Operator will be through a Computer based Typing Test of 10 minutes duration. The candidates with a speed of 600 correct key depressions will be considered to have qualified the Test. In case of more than one candidates achieving the same correct key depressions in the test, the elder(age wise) candidate(s) may be given higher rank in the selection/empanelment list.
19. The candidates for the post of Data Entry Operator must bring their original testimonials/certificates. The original testimonials/certificates will be checked of the candidates qualifying the Computer based Typing Test as per the above mentioned prescribed criteria.
20. No separate call letter/intimation will be sent for the tests and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
21. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section requirements.
22. The candidate must indicate his/her email-id and mobile number while applying on which any communication from NIELIT Chandigarh may be sent.
23. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process.
24. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
25. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 9.30 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).

26. The break-up of the consolidated remuneration (where EPF is applicable) is given below:-

S N	Name of the post	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Total monthly remuneration (Rs.)	Deduction : Employees share of EPF @ 12% of Basic Pay	Net amount payable
	1	2	3	4	5=2+3+4	6	7= 5 - 6
1	Data Entry Operator (At Mohali)	9800	1470	980	12250	1176	11074
2	Data Entry Operator (At Rohtak)	8080	1212	808	10100	970	9130

Employer's share of EPF, as applicable, shall be paid extra.

27. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
28. **All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh. Candidates are therefore, advised to visit this website regularly regarding the entire selection/empanelment process.**
