

NIELIT Chandigarh

Details of essential qualification and experience etc. required for the following posts on contract basis against the recruitment advertisement dated 17/03/2018

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration	Duration (DD/MM/YY)	Essential Qualification	Post qualification Work Experience	Job role and responsibility	Punjabi passed in Matric (Yes / No)	Duty in Shifts (Y/N)	Age Limit (years)
1.	Call Centre Executive	5	Mohali	Rs 14000/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	Graduate with computer knowledge and good communication skills in Hindi and English.	6 months (Call centre experience in handling educational institutions related queries)	<ul style="list-style-type: none"> ➤ Good communication skills in Hindi and English ➤ Phone skills, listening, data entry skills, attention to details, professionalism, multi-tasking ➤ Informs student/clients by explaining procedures, answering questions, providing information ➤ Working knowledge of computer ➤ Using online web applications to search and resolve the queries ➤ Working will be on public helpdesk 6 days a week 	No	Y	35

* Employer's share of EPF, if applicable, will be payable extra.

2.	Database Administrator	1	Panchkula	Rs.18263/-	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / B Level of NIELIT / DOEACC OR Graduate with 'A' Level of NIELIT / DOEACC OR Graduate with PGDCA	1 Year 2 Year	Database administrator ✓ Knowledge of SQL Server and .Net ✓ Coordination with Client officials ✓ Handling complaint centre Related Activities ✓ Generation of reports on regular basis. ✓ Solving Technical Issues ✓ Manage a team of operators	No	N	-
3.	Computer Operator	6	Panchkula	Rs.10100/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/ NIELIT "O" Level	6 months	Working will be on public help desk 6 days a week.	No	Y	-
4.	Helper	1	Panchkula	Rs. 8300/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	8 th class pass	NIL	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	No	Y	-

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5.	Data Entry Operator	3	Jhajjar	Rs. 10100/- *	Till 31/08/18 Likely to be extended based on performance / co-terminus with the project contract.	12 th pass with 6 months computer course.	NIL	Data Entry of Input Forms & checking of lists.	No	N	40
6.	Computer Operator	5	Mohali	Rs. 10194/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC / NIELIT "O" Level	6 months	Working will be on public help desk 6 days a week.	No	Y	-
7.	Peon	1	Mohali	Rs. 7571/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	8 th class pass	NIL	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	No	Y	-

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8.	Computer Operator	1	Chandigarh	Rs. 9918/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC / NIELIT "O" Level	6 months	Working will be on public help desk 6 days a week.	No	Y	-
9.	Helper-1	1	Chandigarh	Rs. 8900/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	8 th class pass	NIL	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	No	Y	-
10.	Helper-2	1	Chandigarh	Rs.11532/- *	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	8 th class pass	NIL	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	No	Y	-

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11.	Data Entry Operator	7	Three posts at Ludhiana and one each at Jalandhar, Patiala, Bathinda and Amritsar.	Rs. 9555/-*	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC / NIELIT "O" Level	6 months	Experience in handling processing work in utility billing.	No	Y	-
12.	Database Administrator	5	One each at Ludhiana, Jalandhar, Patiala, Bathinda and Amritsar.	Rs. 19190/-	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / "B" Level of NIELIT / DOEACC OR Graduate with 'A' Level of NIELIT / DOEACC OR Graduate with PGDCA	1 Year 2 Years	Database administrator ✓ Knowledge of SQL Server and .Net ✓ Coordination with Client officials ✓ Handling complaint centre Related Activities ✓ Generation of reports on regular basis. ✓ Solving Technical Issues ✓ Manage a team of operators	Yes	N	-

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13.	Programmer	2	Mohali	Rs. 30000/-	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / "B" Level of NIELIT / DOEACC	1 1/2 years	One year experience in software development in ASP .NET, Oracle/SQL Server/SQL, MVC and web designing.	No	N	35
14.	Senior Programmer	1	Mohali	Rs. 35000/-	Initially for Six months from the date of appointment , likely to be extended based on performance / co-terminus with project.	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / "B" Level of NIELIT / DOEACC	3 years	Coding(V.Studio, SQL Server, Trouble Shooting, software maintenance)	No	N	35

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15.	Front Office Counsellor	1	Chandigarh	Rs. 16275/-	Initially for 1 year. May be extended based on performance .	BCA OR B.Sc(CS) OR B.Sc(IT) OR BE/B.Tech (CS) OR BE/B.Tech (IT) OR BE/B.Tech (Electronics) OR NIELIT/ DOEACC "A" Level	1 year	Handling students queries and admissions. Attending phone calls and other misc. training work.	No	May Have to take evening classes, if need be	30
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