

Instructions/Guidelines for selection/empanelment of the candidates for 30 posts of Data Entry Operator on contract basis advertised in the “The Tribune” and “Daily Ajit” dated 10/09/2016

Registration fee is Rs 500/- (non-refundable) per application
(Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women)

1. The selection/empanelment for the post will be through walk-in-interview to be held on 14/09/2016 from 10.00 am to 3.00 pm.
2. The candidates must carefully go through the eligibility criteria for determining their eligibility for the post before appearing in the interview. 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 applying.
3. The eligible candidates are required to bring their original testimonials for checking. They are also required to submit one copy of their testimonials alongwith the application form and non-refundable prescribed fee.
4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for the post (post qualification experience).
5. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be **14/09/16**.
6. 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.
7. Applications are subject to further scrutiny at any point of time during the period of contract.
8. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be sent by post/courier or submitted in person :-
 - a) Caste certificate (SC/ST), if applicable.
 - b) Category certificate (PWD), if applicable.
 - c) Certificate of Date of Birth (issued by a Municipality/Statutory Authority/Matriculation 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), which makes him/her eligible for applying for the post.
 - g) Attested copy of Aadhaar Card and PAN Card (if available).

In case a candidate is not in possession of a Degree Certificate, he 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.

Name entered in the online application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

9. The candidates are required to remit non-refundable registration fee of Rs 500/- per application (**Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women**) in cash or in the shape of a bank draft drawn in favour of “**NIELIT CHANDIGARH**” payable at Chandigarh/Mohali.
10. The selected/empanelled candidates shall have to produce the original testimonials for verification at any point of time during the recruitment process/employment.
11. The selection/empanelment for the post of **Data Entry Operator** will be through a computer based Typing Test in English of 10 minutes duration. The candidates qualifying the typing test with a minimum speed of 15 correct words per minute will be eligible for selection/empanelment in order of merit.
12. No TA/DA will be paid for appearing in the typing test/interview.
13. The candidate must indicate his/her email-id and Mobile No. on the application form on which any communication from NIELIT may be sent.
14. The candidate should affix his/her recent colored passport size photograph on the application form.
15. At anytime, if any document, statement or any other information submitted by the candidate is found to be suppressed/wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection/employment of the candidate.
16. The break-up of monthly consolidated remuneration for the post of Data Entry Operator is given below:-

Basic Pay	HRA	Med. & other allow.	Total monthly Remuneration (Rs.)	Deductions: Employee Share of EPF @12%	Net Payable (Rs.)
A	B	C	D= A+B+C	E	H= D - E
9800	1470	980	12250	1176	11074

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

17. All the notices and updates regarding these posts will be uploaded on the website of the Centre – nielit.gov.in/chandigarh. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding the selection/empanelment.
