National Institute of Electronics and Information Technology(NIELIT), Chandigarh

Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071
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Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the contractual posts advertised in the "Hindustan Times"(English, Chandigarh Edition) and "Dainik Bhaskar"(Hindi, Panipat Edition) dated 01/12/2017

Application fee is Rs 500/-(non-refundable) per application payable through Debit Card/ Credit Card/Netbanking to be paid online (Rs 250/- for SC/ ST/ Person with Disability(PWD)/Women)
Application fee once paid will not be refunded in any case

1. Only ONLINE applications will be accepted through our website - **http://nielit.gov.in/chandigarh** which will remain open from **01/12/2017(2.00 pm)** to **07/12/2017(11.59 pm).** No other mode of application will be accepted.

2. Regarding payment of Application Fee :-
   a) Incase the candidate is not able to submit fee online by the closing date and time or the application is otherwise incomplete his/her candidature will be summarily rejected.
   b) Incase a message of Transaction Unsuccessful/Transaction Declined/Transaction Failed is shown to the applicants at the time of filling online application form, it means that the requisite fee has not been received from him/her. Therefore, the candidate must ensure that his/her payment is not shown pending in the payment status displayed after checking View/Print Application menu available on the Home Page.
   c) Incase payment of Application Fee is successfully made by the applicant, message of successful transaction is shown followed by display of payment details from where the applicant can note down/print the transaction details of the payments made, for future reference.

3. After submitting the Application Form online, the candidate must take a printout of the Application Form, before the last/closing date & time i.e. **07/12/2017(11.59 pm),** bearing a unique Online Application Form Number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.

4. 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 online.

5. 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**).

6. 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 online i.e. **07/12/2017** which will remain unchanged even in case of extension of the closing date for submission of the online application.

7. 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.

8. 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 test/interview for the post does not mean that the candidate is eligible for selection/empanelment.

9. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person before the MCQ test or the interview as the case may be:-
    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, if available.
    h) Attested copy of Aadhaar Card.
    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. 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.

10. Any request for change of particulars like name, father's name, address etc. will not be entertained after the last date of online submission of the Application Form.

11. The candidate should affix his/her recent coloured passport size photograph on the Application Form generated online with unique reference number before submitting it to NIELIT Chandigarh, on the date of interview/MCQ test as the case may be.

12. The Application Form(s) of the candidates received by post or courier shall neither be considered nor sent back.

13. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the online application as per their institute/university conversion formula.

14. 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.

15. Incase the number of applicants applying online is upto 10, separately for each post advertised, then the selection/empanelment will be through interview, the date and time for which will be displayed on the website of NIELIT Chandigarh after the last date for applying online and after considering the total number of applicants for each post separately. The candidates will be required to bring original signed copy of their Online Application Form alongwith self attested copies of their testimonials (mentioned at Sr. No. 9 above) for submission on the date of interview. The original testimonials/certificates of the candidates will also be checked on the date of the interview. For preparing a selection/empanelled list in this case, 25 marks have been allocated for presentation of the candidate before the Selection Committee and 75 marks for the interview.

16. Incase the number of applicants applying online is more than 10, separately for each post advertised, then the selection will be through MCQ test(as per the topics displayed on the website of this Centre), the final date and time for which will be displayed on the website of the Centre after taking into account the number of applicants who applied online, for each post separately. The MCQ test in English will be of 1 hour duration, consisting of 50 Multiple Choice Questions(MCQ) questions of 1.4 marks each, to be answered on OMR Sheet. A maximum number of candidates, equal to 5 times of the number of posts advertised and those securing 40% or higher marks in the MCQ test, in order of merit, will be considered qualified to be called for an interview. For preparing a selection/empanelled list for such 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. The candidates will be required to bring original copy of their Application Form alongwith self attested copies of their testimonials for submission on the date of MCQ Test. The original testimonials/certificates of the candidates will be checked on the date of the interview.

17. The candidates must bring a copy of their Resume for submission to the Selection Committee at the time of interview.

18. No separate call letter/intimation will be sent for the test/interview and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for any boarding/lodging and NIELIT Chandigarh will not pay for it.

19. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section.

20. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process.

21. The candidate must indicate his/her email-id and mobile number while applying online on which any communication from NIELIT Chandigarh may be sent.

22.   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).

23.   The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.

24.   NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.

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

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
Assistant Programmer (Ludhiana & Jalandhar)	6940	1041	674	8655 **	833	7822
Assistant Programmer (Jhajjar)	8750	1313	875	10938	1050	9888

Employer's share of EPF for above posts, as applicable, shall be paid extra.
** Subject to revision of minimum wage.

26.   The consolidated monthly remuneration for other posts is :-

SN	Post-Name	Monthly consolidated remuneration
1	Programmer	Rs 30000/- per month
2	Database Administrator	Rs 17706/- per month
3	Senior Faculty	Rs 20000/- per month
4	Front Office Counsellor	Rs 16275/- per month

27.   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.

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