

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for different contractual posts advertised in the "The Tribune"(English, Chandigarh Ed.) and "Dainik Bhaskar"(Hindi, Panipat Ed.) dated 20/08/2017

Application fee is Rs 500/-(non-refundable) per application payable through Bank Draft/Pay Order
(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 the website of NIELIT Chandigarh - **www.nielit.gov.in/chandigarh/recruitments** which will remain open from **21/08/17 (2.00 pm)** to **28/08/17(5.00 pm)**. No other mode of application will be accepted.
- 2) The prescribed non-refundable Application Fee per application is payable through Bank Draft/Pay Order only drawn in favour of "**NIELIT CHANDIGARH**" payable at Chandigarh/Mohali.
- 3) After submitting the Application Form online, the candidate should keep a printout of the Application Form, before the last/closing date & time i.e. **28/08/17(5.00 pm)**, bearing a unique reference 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. **28/08/17** 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 for the post does not mean that the candidate is eligible for selection.
- 9) 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.

- 10) Candidates are required to attach attested copies of the following documents/certificates with the one **Application form to be submitted in person on the day of MCQ Test** and also another copy of **Application form** with photograph (but without certificate attached):-
- 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.
 - i) Original Bank Draft/Pay Order.

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.

- 11) Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the online submission of the Application Form.
- 12) However, the final date and time for the MCQ test will be displayed on the website of NIELIT Chandigarh latest by **31/08/2017(5.00 pm)**. The candidates will be provisionally allowed to appear in the MCQ Test.
- 13) The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process but preferably at the time of interview.
- 14) The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT Chandigarh may be sent.
- 15) The candidate should affix his/her recent coloured passport size photograph on the Application Form generated online with unique reference number before submitting it in NIELIT Chandigarh, on the day of MCQ Test.
- 16) The Application Form(s) of the candidates received by post or courier shall neither be considered nor sent back.
- 17) The posts of Senior Faculty, Junior Faculty and Front office Counsellor are for empanelment to meet the future requirement.

- 18) 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.
- 19) The selection/empanelment of the candidates for **all the posts** will be held through a written test of 1 hour duration in English, comprising 50 Multiple Choice Questions(MCQ) of 1.4 mark each, to be answered/marked on OMR Sheet. The syllabus for the MCQ Test paper is displayed separately on the website. Candidates securing 40% marks or higher in the test will be shortlisted for interview. However, a maximum number of candidates equal to 5 times of the number of posts advertised, shall be considered qualified(in order of merit) for an interview.
- 20) The list of candidates shortlisted for interview for all the posts will be displayed on the website and on the notice board of the Centre. The date and time for the interview will be displayed on the website. The shortlisted candidates are advised to regularly visit our website for knowing the actual date and time of interview as separate intimation regarding the interview will not be sent.
- 21) For preparing the grading/marks list of the candidates for the posts advertised, 70 marks will be allocated for the MCQ Test, 15 marks to the presentation of the candidate before the Selection Committee and 15 marks for the interview.
- 22) No separate call letter/intimation will be sent for the MCQ test or interview and also no TA/DA will be paid for the same.
- 23) NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
- 24) The break-up of monthly remuneration for the posts advertised(where EPF is applicable) is given below:-

Name of the post	Basic Pay (BP) (Rs.)	HRA (Rs.)	Med. & other allow.	Total monthly remuneration (Rs.)	Deductions : Employees share of EPF @ 12% of BP	Net amount payable (Rs.)
1	2	3	4	5 = 2+3+4	6	7 = 5-6
Assistant Programmer	8750	1313	875	10938	1050	9888
Computer Operator	7950	1193	775	9918	954	8964

Employers share of EPF for both the above posts, as applicable, will be paid extra.

- 25) 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 selection/empanelment process.
