

National Institute of Electronics and Information Technology(NIELIT), Chandigarh
Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071

Phone No. 0172-2236464, 2236462

Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the posts of **Call Centre Executive, Database Administrator, Programmer, Senior Technical Assistant, Assistant Programmer, District Manager, Computer Operator, Project Engineer and Data Entry Operator** on contract basis for posting in NIELIT Chandigarh or with a client department advertised in the “Hindustan Times” and “Daily Ajit” dated 18/02/17

Application fee is Rs 500/-(non-refundable) per application
payable through NEFT/BT only
(Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women)
Application fee will not be refunded in any case

- 1) Only ONLINE applications will be accepted through our website - **www.nielit.gov.in/chandigarh** which will remain open from **18/02/17(2.00 pm)** to **23/02/17(4.00 pm)**. **No other mode of application will be accepted.**
- 2) The candidates are required to bring two copies of their Online Application Form(with recent coloured passport size photograph affixed on it) separately for each post, alongwith attested copies of their testimonials attached with each copy of the Online Application Form and hard copy of the application fee deposit challan for submission on the day of the written test. It is the responsibility of the candidate to ensure that the prescribed non-refundable application fee has been transferred/deposited in the Bank Account of NIELIT Chandigarh (Please see point no. 4 regarding transfer/deposit of application fee).
- 3) After submitting the Application Form online, the candidate should take printout of the Application Form, before the last/closing date & time i.e. **23/02/17(4 pm)**, bearing a unique reference number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.
- 4) Transfer of prescribed Registration Fee through NEFT/BT :-
 - a) **Candidates transferring the Application Fee from their Bank Accounts other than Punjab National Bank :** Candidates are required to deposit the prescribed application fee amount through NEFT in the name of “**NIELIT CHANDIGARH**”, Current Bank Account No. 7854005900000019, IFS Code – PUNB0785400 of Punjab National Bank, Sector 71, Mohali and mention the Unique Transaction Reference (UTR) Number generated after transfer of fee, while applying online.
 - b) **Candidates transferring the Application Fee from their Bank Accounts with any CBS Branch of Punjab National Bank :** Candidates are required to deposit the prescribed application fee amount through BT in the name of “**NIELIT CHANDIGARH**”, Current Bank Account No. 7854005900000019, IFS Code – PUNB0785400 of Punjab National Bank, Sector 71, Mohali and mention their Bank Reference Number after transfer of fee, while applying online.

- 5) 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.
- 6) 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).
- 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 online i.e. **23/02/17** which will remain unchanged even in case of extension of the closing date for submission of the online application.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person :-
 - 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.

- 12) The date and time for the MCQ/Typing test will be displayed on the website of the NIELIT Chandigarh Centre.
- 13) The selected/empanelled candidates shall have to produce the original testimonials for verification at any point of time during the recruitment process but preferably after selection/merit list.
- 14) The selection/empanelment of the candidates for the post of **Call Centre Executive** and **District Manager** will be held through a written test consisting of Multiple Choice Question(MCQ) on OMR sheet of 1 hour duration comprising 50 questions of 1 mark each(70% General Aptitude & 30% Basics of Computers and MS-Office). Candidates securing atleast 40% marks in the MCQ test will be shortlisted for interview. The list of shortlisted candidates will be displayed on the website and on the notice board of the Centre.
- 15) The selection/empanelment of the candidates for the post of **Database Administrator, Programmer, Assistant Programmer, Computer Operator** and **Project Engineer** will be held through a written test consisting of Multiple Choice Question(MCQ) on OMR sheets of 1 hour duration comprising 50 questions of 1 mark each(70% Computer Science & 30% General Aptitude). Candidates securing atleast 40% marks in the MCQ test will be shortlisted for interview. The list of shortlisted candidates will be displayed on the website and on the notice board of the Centre.
- 16) The selection/empanelment of the candidates for the post of **Senior Technical Assistant** will held through a written test consisting of Multiple Choice Question(MCQ) on OMR sheets of 1 hour duration comprising 50 questions of 1 mark each(70% Finance & Accounts and 30% Basics of Computers and MS-Office). Candidates securing atleast 40% marks in the MCQ test will be shortlisted for interview. The list of shortlisted candidates will be displayed on the website and on the notice board of the Centre.
- 17) The selection/empanelment of the candidates 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 20 correct words per minute will be considered eligible for selection/empanelment. The selection/merit list for this post may be prepared on the basis of speed achieved by the candidates in the typing test. The list of shortlisted candidates will be displayed on the website and on the notice board.
- 18) The maximum number of candidates equal to 5 times the number of posts and those securing atleast 40% marks, in order of merit in the MCQ test, will be considered qualified to appear before a Selection Committee for an interview for posts mentioned at Sr. No. 14 to 16 above.

- 19) No separate call letter/intimation will be sent for the MCQ/Typing test or interview and also no TA/DA will be paid for the same.
- 20) For the post of **District Manager**, the selected manpower will be required to use their own Data Card for internet, Smart Phone and Laptop. No payments on account of Internet, Mobile/Phone, and travelling in connection with the official duties will be made to the contractual manpower as these expenses are already included in the monthly remuneration.
- 21) The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT Chandigarh may be sent.
- 22) The candidate should affix his/her recent colored passport size photograph on the **Application Form** generated online with unique reference number before submitting in the NIELIT Chandigarh on the day of written test.
- 23) 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.
- 24) 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.
- 25) The break-up of monthly remuneration for the post of **Call Centre Executive, Assistant Programmer, Computer Operator and DEO** (where EPF is applicable) is given below:-

Name of the post	Basic Pay	HRA	Med. & other allow.	Total monthly Remuneration (Rs.)	Deductions: Employee Share of EPF @12%	Net Payable (Rs.)
A	B	C	D	E= B+C+D	F	G= E-F
Call Centre Executive	11250	1688	1062	14000	1350	12650
Assistant Programmer	6940	1041	674	8655	833	7822
Computer Operator	7420	1113	744	9277	890	8387
Data Entry Operator (DEO)	9800	1470	980	12250	1176	11074

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

- 26) All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh Centre – www.nielit.gov.in/chandigarh.

27) Applicants are advised to visit the website of the Centre regularly as all the latest updates regarding this selection/empanelment process will be displayed on the website of the NIELIT Chandigarh Centre.