

Instructions/Guidelines regarding advertisement for selection/empanelment of the candidates for the contractual posts advertised in the "The Times of India"(English), and "Daily Ajit"(Punjabi) dated 26/06/18(No. FMG-06/06-2018)

**Non-Refundable Application fee is Rs 500/- per application payable in the shape of Bank Draft/Bank Pay Order(Rs 250/- for SC, ST, Women and Person with Disability(PWD)**

1. Candidates are advised to visit our website - **nielit.gov.in/chandigarh** for downloading the prescribed Application Form, essential qualifications, post qualification experience and other relevant details etc.
2. 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 submitting his/her application form(s) etc. at the time of Walk-in-interview/Typing Test on 29/06/2018. **All candidates are requested to report by 12.00 noon positively.**
3. 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**).
4. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be **29/06/18**.
5. The number, location and duration of posts may vary as per the requirement of the project and will be co-terminus with the project.
6. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere appearing in the walk-in-interview or the typing test does not mean that the candidate is eligible for selection/empanelment.
7. Candidates are required to attach attested copies of the following documents/certificates with their Application form and application fee, to be submitted in person, on the date of interview/typing test, as the case may be :-
  - a) Caste certificate (SC/ST), if applicable.
  - b) Category certificate(PWD), if applicable.
  - c) Matriculation/10<sup>th</sup> 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 mentioned in the Application Form must match with the corresponding name mentioned in the essential qualification certificates or any other relevant documents submitted with the Application Form. Any request for change of particulars like name, father's name, address etc. may not be entertained at a later stage.

8. The candidate should affix his/her recent coloured passport size photograph on the Application Form before submitting it.
9. The Application Form of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back. The candidate will have to collect the same, personally from the FMG Section of this Centre.
10. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the Application Form as per their institute/university conversion formula.
11. 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.
12. The selection/empanelment of the candidates for all the posts advertised, **except two posts of Data Entry Operator(DEO)**, will be through walk-in-interview for which 25 marks have been allocated for presentation of the candidate and 75 marks for the interview. The candidates must bring a copy of their Resume for submission to the Selection Committee as part of the presentation.
13. The selection/empanelment of the candidates for two posts of Data Entry Operator(DEO), on contract basis, will be through a computer based Typing Test in English, of 10 minutes duration. The candidates achieving a typing speed of 20 or more correct words per minute(wpm) will be considered to have qualified the typing test. The selection/merit list for this post will be prepared on the basis of the typing speed, in order of merit. In case two candidates with the same typing speed, the candidate who is elder(age wise) will be given higher rank in the selection/empanelment list.
14. Candidates must bring all the original testimonials/certificates including requisite experience certificate(s) for verification/checking on the interview/typing test date. Attested copies of the relevant certificates, for the post(s) applied, are also to be attached with the Application Form.

15. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
  16. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section.
  17. The candidate **must** mention his/her email-id and mobile number in the Application Form on which any communication from NIELIT Chandigarh may be sent.
  18. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
  19. If at any stage during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before appearing in the interview/typing test.
  20. The employer's share of EPF, as applicable, shall be paid extra for the post(s) of Helper, Technical Assistant and Data Entry Operator.
  21. The decision of the Director Incharge, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
  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. 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. All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – **[www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh)** only. Candidates are therefore, advised to visit this website regularly to know the latest updates regarding this recruitment notice.
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