

**Terms & Conditions for Empanelment of DEOs for deployment on contract basis in
Government Departments:**

1. Applicants are required to apply online through the website <http://nielit.gov.in/delhi> (under services-> facility management tab) along with requisite fees w.e.f. 1st January'2020.
2. The interested applicants are advised to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility. The same is given below:
 - a. **12th with 50% Marks Or Equivalent**
Or
Any Diploma (Govt. Recognized) of a period of minimum one year duration with 50% Marks after Class 10th
Or
ITI Certificate (one year) with 50% Marks after Class 10th
 - b. **CCC / O Level (IT/MAT) from NIELIT or one year recognized diploma course in CS or IT from recognized university**
 - c. **30 wpm typing speed in English**
3. **Already empanelled or deployed (even in past for the same post) candidates through NIELIT will be not allowed in this registration process.** An undertaking regarding same will also be taken from the candidates at the time of registration. If submitted information by candidate is found incorrect at any time of his empanelment/ deployment, his/her candidature will be cancelled.
4. **The application fees of ₹ 300/- shall be charged from all candidates** through online mode. Application fees once paid are non-refundable and non-transferable in any case.
5. Successful submission of application will be considered only after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process. ***Once the registrations are opened, only 50 candidates will be allowed to register on first come first serve basis. Registration may be opened from time to time after giving 3 days prior notification on the NIELIT Delhi website. The candidates, who could not apply, are requested to visit NIELIT Delhi Centre website regularly for next date of opening of registrations.***
6. Those candidates, whose application is successfully submitted, will be called for the Typing Test/ Aptitude Test(If any). Date of Typing Test/Aptitude Test (if any) and Document verification will be informed through SMS/ mail. Document verification will be done for candidates who qualify in Aptitude Test/Typing Test. Typing Test/ Aptitude Test (if any) and Document Verification will be conducted at NIELIT Delhi Centre only.
7. In case of absence of candidate on scheduled date(s) of Typing Test/ Document Verification etc, no further chance will be given at any case.
8. Only those candidates, who are shortlisted after the Typing Test/ Aptitude Test and clear the Document Verification, will be empanelled as DEO. Those, who are not shortlisted, can apply again along with the requisite fees.
9. ***The deployment of the empanelled candidate in any department is subject to his/her suitability during the formal interaction which will be conducted by user department.***

10. ***Against one requirement, NIELIT generally forwards*** name of the three empanelled candidates to government departments for interaction/Interview. If department fails to conduct interview, NIELIT will give one more chance. Generally ***name of Empanelled candidates will be forwarded maximum three times to departments.***
11. The empanelled candidates, shortlisted by user departments, will be deployed purely on contract basis based on requirement from user departments, initially for a period of six months (which may be further extended based on requirements/performance of the candidate) or upto NIELIT's contract period with the client whichever is earlier.
12. ***The shortlisted candidates will generally be in the panel of NIELIT, Delhi Centre for one year or up to three chances given for interaction. They may be deployed in the Govt. departments as per department requirements on contract basis. Mere empanelment does not ensure deployment in any department. NIELIT does not guarantee to deploy all empanelled candidates from panel.***
13. No TA/DA will be provided to candidates for appearing for the Typing Test/ Document Verification etc.
14. The place of deployment will be Delhi/NCR. Candidates must be willing to travel to any place outside Delhi as part of their job. They can be temporarily posted outside Delhi, if required, by the user department. ***They may have to work on shift/ rotational basis as per department requirement.***
15. The qualification of the candidates must be from recognized University/Institution.
16. Deployed candidates will be paid consolidated monthly remuneration only.
17. **Candidates with last semester result awaited or incomplete degrees/certificates are not eligible to apply.**
18. Candidates must bring at least one original Photo ID proof and all original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working)/ one passport size photo and their SELF ATTESTED photocopies on the day of the Document Verification for verification purpose. The cutoff date for calculating age, qualifications, experience etc. will be the date of document verification.
19. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of document verification.
20. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
21. ***NIELIT Delhi has the right to accept or reject the application without assigning any reason thereof. NIELIT also reserve rights to cancel/change the empanelment process without assigning any reason thereof.***
22. The applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> regularly for schedule of Document verification/Typing Test or any update. No separate communication shall be made in any other form.
