

## National Institute of Electronics and Information Technology, Delhi Centre

2<sup>nd</sup> Floor, Parsvnath Metro Mall,  
Inderlok Metro Station, Inderlok, Delhi-110052

### Hiring of Resource Persons (Project Officer, Executive Assistant, Office Attendant) to be deployed in Govt. Department on contract basis (Advertisement vide no. 01/15/2019/NDL/AS)

#### Guidelines:

1. Applicants are required to apply online from **25-01-2019 to 31.01.2019** through the website **<http://nielit.gov.in/delhi>** (under Academic section). **No other mode of application will be accepted in any case.** In case the candidate is applying for multiple positions, separate application form for each position has to be filled and separate fee for each position has to be remitted. However, candidates applying for multiple positions are required to mention the same e-mail id and contact number in all applications.
2. The interested applicants are advised to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility. The same is available at <http://nielit.gov.in/delhi>.
3. The application fees of ₹ 100/- shall be charged from General/OBC category and ₹50/- from SC/ST/PWD/Women category through online mode only. Application Fee once paid is non-refundable and non-transferable in any case. Fee through any other mode like DD, Pay order, Cheque, Challan, etc. will not be accepted.
4. Successful submission of application will be considered after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process. Those candidates, whose application is successfully submitted, will be called for Interview or/and Aptitude Test. Only those candidates, who are shortlisted after the Interview and clear the Document Verification, will be selected.
5. Date of Interview or/and Aptitude Test and Document verification will be informed after last date of submission of form. Document verification will be held on the date of Aptitude Tests and/or Interview. The same will be published at <http://nielit.gov.in/delhi>. Candidates are advised to check the website regularly.
6. The shortlisted candidates will be deployed on contract basis, initially for the period of six months (which may be further extended based on requirements/performance of the candidate).
7. Final selection of candidates for hiring will be based on the performance of the candidates in the Interview and as found eligible as per prescribed criteria. **NIELIT reserves right to conduct written test or skill test for screening the candidate at any time during the process of selection, if felt necessary.**
8. No TA/DA will be provided to candidates for appearing for the Interview/Aptitude Test/ Document Verification.
9. The place of deployment will be Delhi/near by places. 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.
10. The qualification of the candidates must be from recognized University/Institution.
11. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.

12. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
13. 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 otherwise they will not be allowed to appear in the interview/ Typing Test. The cutoff date for calculating age, qualifications, experience etc. will be the last date of submission of the form i.e. **31.01.2019**. In case, last date is extended, the date of determining eligibility will not change.
14. 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 interview.
15. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
16. NIELIT Delhi has the right to accept or reject the application without assigning any reason thereof.
17. The applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> regularly for schedule of Document verification/Written Test/Interview or any update. No separate communication shall be made in any other form.

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