



राष्ट्रीय इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी संस्थान, भुवनेश्वर

National Institute of Electronics and Information Technology (NIELIT), Bhubaneswar
(Under Ministry of Electronics & Information Technology, Govt. of India)
3rdFloor, North Side, OCAC Tower, Acharya Vihar, Bhubaneswar-751013(Odisha)
<http://nielit.gov.in/bhubaneswar/index.php>

Empanelment of Staff on Contract Basis

NIELIT Balasore Extension centre of NIELIT Bhubaneswar invites applications from bright & result oriented persons for the Empanelment of the following posts **purely on temporary contract basis** for a period of Six Months with consolidated pay for Balasore Extension centre

Sl. No	Name of the Post	Eligibility Criteria
01	Academic Counselor	Essential: 1. High School 2. Candidate must possess good communication skills (speaking/writing) in Hindi, English & Odia. Desirable: 1. BCA/B.Tech or higher degree will be preferred 2. Any certification in emerging technologies will be preferred
02	Office Assistant	Essential: 1. Graduation 2. At least one year of experience in Counseling/Office Management Desirable: 1. NIELIT Certification (O/A/B/C/CHMT-O level) 2. Candidate must possess good communication skills (speaking/writing) in Hindi, English & Odia. 3. Any certification in emerging technologies will be preferred

Interested candidates may go through the terms & conditions on our website <http://nielit.gov.in/bhubaneswar/index.php>. Eligible candidates may submit their complete Application form along with CV on satikanta@nielit.gov.in by 23rd August 2024 (5:00 PM). Shortlisted candidates as per eligibility criteria will be Notified on their email for interview/test in online/offline mode.

No. of posts will be as per requirement of the Institute

Advt.No. NIELIT/BBSR/Admin/Recruit/24-25/08/01

Sd/- AD(Admin)

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Empowering People, Serving the Nation

General Terms & Conditions:

1. The number of vacancies will be as per requirement of the NIELIT Extension Centre Balasore. Deserving shortlisted candidates will be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to Regular employment. Empanelled candidates may be offered appointment in order of merit as per requirement of NIELIT Extension Centre Balasore.
2. Number of vacancies may increase/decrease based on the final assessment or the recruitment process may stand cancelled and such changes will be made by NIELIT Bhubaneswar without any notice.
3. Remuneration will not be a constrained for the deserving candidates and will be in form of consolidated salary. The selected candidate will not be paid any other financial benefits like Medical, HRA, and Transport etc. except the consolidated salary.
4. Selection of candidates for appointment to the above-mentioned positions will be based on the performance of the candidates in the test/ interview and as found eligible as per prescribed criteria.
5. NIELIT reserves right to conduct written test or skill test for screening of the candidate before interview, if felt necessary.
6. The selected candidates will be offered appointment on contract basis for a period of Six Months initially, which may be extended depending upon the performance of the candidate and requirement of NIELIT. These posts do not carry any entitlement for regularization in future

- continuation of service in NIELIT, Bhubaneswar.
8. Contract may be terminated any time by giving one-month notice on either side. The applicants will have no claim implicit or explicit for consideration against any NIELIT post.
 9. The offer of appointment for the selected candidates will be subject to verification of original certificates/ testimonials at the time of test/ interview and completeness of other formalities.
 10. NIELIT reserves the right to assign duties to the selected candidate in any location where NIELIT has work in progress.
 11. Candidates will not be entitled to claim any TA/DA for appearing in test/ interview.
 12. The qualification of the candidates must be from a recognized University/Institution. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
 13. Applicants applying for more than one post should submit separate applications.
 14. All candidates appearing for test/ interview will be required to bring all original documents along with at least one self-attested Photostat copy of each document with regard to Educational Qualifications and Experience including Caste/Category Certificate (if applicable) and proof of Date of Birth etc., which may be verified by NIELIT representatives immediately before test/ interview.
 15. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website <http://nielit.gov.in/bhubaneswar/index.php>.
 16. Withdrawal of candidature on account of 'non furnishing of any information' or 'furnishing of wrong information' will not confer any right to carry forward or retain the candidature for future recruitment.
 17. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.