



TERMS & CONDITIONS

Advt. No. NT/Rectt/2025/01

- Duly filled in application form along with self-attested copies of documents as per sl. No. 10 of this T&C and fee submission details should be sent to the email: nielit.tpt@gmail.com on or before 02.06.2025, 1730 hours.
- Interview Date & Time shall be communicated to the eligible candidates on the email id provided in their application forms.
- The Candidates are advised to read and comply all the points of this T&C carefully before applying. Any noncompliance shall result in rejection of the application.

1. Applicants are required to go through the Eligibility criteria carefully and ascertain their eligibility.
2. No. of posts advertised may vary depending upon requirement.
3. The posts advertised are against and co-terminus with the project- "Setting up of NIELIT Center, Tirupati"
4. The engagement shall be on contract basis, initially for 06 months & extendable based on performance/requirement. Further, the performance of the candidate will be reviewed in every six months, if not found satisfactory, the contract of the candidate will be terminated.
5. The engagement shall be liable to terminate at any time by giving notice of 15 days from either side or payment of proportionate remuneration in lieu thereof.
6. Interviews to the advertised positions shall be held in **Physical mode at NIELIT Tirupati, Ground floor of RUSA Building, Sri Venkateswara University, Tirupati-517502**
7. NIELIT shall not be responsible in any circumstances due to which the candidate is unable to attend the Interview.
8. The appointment is solely on temporary and contractual basis and shall not confer any right for regularization/absorption or continuation of service in NIELIT, Tirupati.
9. A processing fee of Rs. 236/- (Rs. 200/- + GST @18%) is to be deposited through online mode only in bank account given here under:
 - Bank name: State Bank of India
 - Account Holder: National Institute of Electronics and Information Technology (NIELIT)
 - A/c No. 43341078527
 - A/c Type: Savings Account
 - IFSC Code: SBIN0001197

The details of processing fee payment i.e. UTR no, date, amount, are to be filled and the receipt of the same should be submitted along with the application form.

10. Applicants are required to submit self-attested copies of the following documents along with their application form on email nielit.tpt@gmail.com on or before 02.06.2025, 1730 hours:
- Marksheet of Class X
 - Marksheet of Class XII
 - Qualification Degree/Certificate & Final consolidated Marksheet clearly mentioning aggregate percentage or CGPA as per the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
 - Passport size photo not older than 6 months
 - Aadhaar Card
 - Resume of the candidate
 - Self-attested experience certificate (including the experience letter from the current place of working), as applicable
 - Last three-month Payslip or Bank Statement of the last three months showing salary credited, as applicable

NOTE:- ONLY THOSE APPLICANTS WILL BE ALLOWED TO APPEAR IN THE INTERVIEW who would submit their duly filled-in application form along with self-attested copies of above mentioned documents and fee submission details to the email: nielit.tpt@gmail.com on or before 02.06.2025, 1730 hours. In case of deficiency in any of the above- mentioned documents, the application will be rejected and candidate will not be allowed to appear in the interview. No further communication in this regard will be entertained.

11. Interview Date & Time shall be communicated to the eligible candidates on the email id provided in their application forms. Candidates should come with original documents as mentioned above along with a set of self-attested copies of documents as per sl. No. 10 above and submit the hardcopy of duly filled application forms, processing fee payment receipt as per the interview schedule.
12. Successful submission of the application will be considered only after payment of the prescribed fees. NIELIT shall not be responsible for any broken transaction during the online payment process.
13. Duly filled in application form along with self-attested copies of above mentioned documents and fee submission details to be sent to the email: nielit.tpt@gmail.com on or before 02.06.2025, 1730 hours.
14. Interview shall be conducted **in physical mode as per the interview schedule**, at the address mentioned below: -
NIELIT Tirupati, Ground floor of RUSA Building, Sri Venkateswara University, Tirupati-517502
- If there are more no. of applications, NIELIT may continue of conducting interviews on the next working day(s) or may conduct written exams or set additional criteria like minimum percentage in essential qualification to shortlist the applications.*
15. No TA/DA. Etc. shall be paid for attending the interview.

16. Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.
17. The qualification of the candidates must be from a recognized University/Institution.
18. Pursuing candidates and candidates awaiting result are not eligible to apply.
19. Work done during internship will not be counted toward experience.
20. Name of the Applicant in application form must be 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 the interview.
21. The calculation of candidate age shall be with reference to as on 02.06.2025, even if the last date of application gets extended.
22. Separate applications to be submitted if any candidate is willing to apply for more than one position.
23. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
24. NIELIT reserves the right not to fill any vacancy advertised, also NIELIT has the right to accept or reject the application without assigning any reason thereof.
25. The selected candidates may also have to visit outside Tirupati for official work, training, etc. for which TA/DA shall be paid as per NIELIT norms.
26. NIELIT reserves the right to cancel the process of recruitment at any stage for the advertised post(s) without assigning any reason.
27. The candidate(s), who qualify the Interview, will be called for Document Verification. On or before the joining. Date and time for document verification will be communicated through SMS/email. Any change in submitted physical documents shall lead to cancellation of candidature.
28. The place of deployment will be NIELIT Tirupati. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.
29. For any query, candidates may send an email on nielit.tpt@gmail.com or call on +91-9425361315
