

05\13\2022\CHN\PE-Rect.

Date: 26.09.2022

Interview for the following positions purely on a Temporary Contractual Basis for Resource Person (Administration) through Walk-in/Video Conference
(Advertisement No. NIELIT/03/2022)

NIELIT Chennai is looking for bright & result-oriented candidates for Administration section. The following position is available **purely on temporary contractual basis** on consolidated emolument initially for a period of 01 (One) year or co-terminus with the project whichever is earlier.

Qualification, Experience, Remuneration, and Age limit for engagement of temporary project staff is as under: -

S.No	Name of the Post	Essential Qualifications	No. of Vacancy	Consolidated Salary in Rs.	Job Description
1	Resource Person (Administration)	Essential Qualifications: First Class Graduate from recognized university or equivalent with working knowledge of Computer preferably NIELIT 'CCC' or higher certification. Essential Experience: 01-year post qualification experience in the relevant field. Desirable: NIELIT 'O' Level Certification course	01 No	Rs.23,000/- to Rs.30,000/-	-Assist in day to day administration activities in Personnel & Administration -Stores & purchase through GEM and CPP portal -Noting and drafting -other work assigned by the officers

Age Limit: 40Years as of the closing date of application

Interview Date: 12/10/2022 at 10.00 AM onwards

General Terms & Conditions:

1. Candidates fulfilling the above-mentioned qualifications, experience, age, etc., may **APPLY ONLINE** through the website **www.nielitchennai.edu.in** which will be available from **02.10.2022 to 09.10.2022** (Till 05:00 PM).
2. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online. Details regarding interview through Walk-in/Video Conferencing will be sent through email only.
3. The candidates must upload self-attested copies of certificates of qualification, age, experience, detailed resume, etc., and passport-size photographs **on the portal**.
4. The qualification of the candidates must be from a recognized University/Institution. Mere fulfilling the essential qualification/experience does not guarantee selection.
5. **Applicants with last semester result awaited or incomplete degrees are not eligible to apply.**
6. **Incomplete applications (i.e without photograph and applicable certificates etc.,) will not be entertained and will be summarily rejected.**
7. Shortlisted candidates will be informed for the interview after verification of essential qualifications and experience.
8. Bad network connection/connection failure from any side during the **interview through VC** will not be the responsibility of NIELIT Chennai.
9. Registration Fee (Non-Refundable): Rs. 200/- for all categories per post.

✓ **Mode of Payment:**

✓ **Through Online/Net Banking/UPI through Account Details:**

- ✓ **Name of Account Holder:** “NIELIT Chennai”,
- ✓ **SB Account No. :**31185720641,
- ✓ **IFSC code:** SBIN0001669.
- ✓ **Name of the Bank:** State Bank of India, Kottur (Chennai),
- ✓ Kindly note the Reference/UTR Number for the further online application submission process.

10. The selected candidate shall be paid consolidated emoluments only and will not be paid any other financial benefits like Medical, HRA, and Transport, etc.
11. 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 Chennai without any notice.
12. Unless suitable candidates are found, posts shall not be filled.
13. Selection of candidates for appointment to the above-mentioned position will be based on the performance of the candidates in the walk-in / online interview / written test and as found eligible as per prescribed criteria.
14. NIELIT reserves the right to conduct online/offline written tests or skill test for screening of the candidates before interview, if felt necessary.
15. The selected candidates will be offered contractual engagement on purely temporary contract basis for a period of one-year 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.
16. The contract appointment shall not confer any right for regularization/absorption or continuation of service in NIELIT, Chennai.
17. 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.
18. The offer of appointment for the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completeness of other formalities.
19. NIELIT reserves the right to assign duties to the selected candidate in any location where NIELIT Chennai has work in progress.
20. Applications not providing adequate information required for assessment will be liable for rejection.
21. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.