



National Institute of Electronics and Information Technology (NIELIT)

ISTE complex, 25, Gandhi Mandabam Road, Chennai – 600 025

05\11\2022\CHN\PE-Rect.

Date:29.05.2022

Interview for the following positions purely on Temporary Contractual Basis for Various Projects through Walk-in/Video Conference

(Advertisement No. NIELIT/01/2022)

NIELIT Chennai is looking for bright & result oriented persons for various sections. The following positions are 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 staffs are as under:

S.No	Name of the Post	Essential Qualifications	No. of Vacancies	Consolidated Salary in Rs.	Job Description
1.	Resource Person(Project Assistant)	Essential: First Class Graduate from recognized university or equivalent with working knowledge of Computer preferably NIELIT 'CCC' or higher certification.	1 No	21,000/-	1. Assisting training & Project related activities of the centre.
2.	Resource Person (Accounts)	Essential: a) Graduation in Commerce from recognized university/Institution with 60% marks with Diploma in Finance. Or b) Post Graduate Degree in Commerce from recognized university/Institution with 60% marks. Or c) MBA (Finance) with 60% marks. Experience: Post qualification experience in the area of commercial finance and accounts preferably in Govt. Organization/Autonomous Body/PSU/Industrial Establishment of repute and should also have working knowledge of Tally and computer preferably NIELIT 'CCC' or higher. 5 Years for (a) 2 Years for (b) and (c)	1 No	24,000 to 30,000	1. Recording day to day transactions in Tally. 2. Preparation of Budget, finalization of accounts and conversant with Govt. of India rules and regulations. 3. TDS and GST filing. 4. Assist in day to day Accounts activities.
3.	Multi-Tasking Staff	Essential: Must have passed matriculation with ITI Electrical Trade or equivalent from a recognized Board.	01 No	21,000/-	1. Handling Phone Calls 2. Electrical, Plumbing works, etc., 3. Bank/Post Office Works related to Office. 4. Cleaning Table & Making Tea/Coffee. 5. Assisting in Different Official works etc.

Age Limit: 40Years as on closing date of application



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Interview Date: 10/05/2022 at 10.00AM onwards

General Terms & Conditions:

1. Candidates fulfilling the above mentioned qualifications, experience, age etc., may **APPLY ONLINE** through website **www.nielitchennai.edu.in** which will be available from 29.05.2022 to 08.06.2022 (Till 05:00PM). If candidate want to apply for more than one post may apply separately.
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 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 through Walk-in/Video Conferencing** on 09/06/2022 after verification of essential qualification and experience.
8. Bad network connection/connection failure from any side during **interview through VC** will not be responsibility of NIELIT Chennai.
9. Registration Fee (Non-Refundable): Rs. 200/- for all category 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 Reference/UTR Number for 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 positions 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 right to conduct online/offline written test 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



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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.