

Online Application Procedure

1. Nodal Officer
2. MIS Specialists
3. Urban Planner/ Civil Engineer
4. Manager-Social Development & Infrastructure/Manager-Skills and Micro Enterprises

Eligibility Criteria

1. Nodal Officer

Bachelor's degree in any Stream from a recognized university with at least **3 years prior experience** in inventory and warehouse management

OR

Bachelor's degree in any Stream from a recognized university with certificate in Supply chain management/Inventory management/ any other relevant course on warehouse management with at least 1 year of prior work experience.

Skills:-

- i. Fluency in English and Local language
- ii. Proficiency in use of MS Office Suit (Word, Excel, etc.)
- iii. Certificate profanely in accounting software

2. MIS Specialists

M. Tech in Computer science or Electronic & communication with **3 years' work experience** in government/semi Govt./autonomous organization/ private company of repute.

OR

B. Tech in Computer science or Electronic & communication with **5 years' work experience** in government/semi Govt./autonomous organization/ private company of repute.

OR

MCA in Computer science or Electronic & communication with **3 years' work experience** in government/semi Govt./autonomous organization/ private company of repute.

Skills:-

- I. Experience in software development and database management is desirable.
- II. Fluency in local language essential.

3. Urban Planner/ Civil Engineer

Post Graduate degree in Engineering with specialization in public health /Civil Engineering.

OR

Graduate Degree in civil Engineering, with at least **3 years of experience** in procurement, design, and supervision of infrastructure works.

Skills:-

- I. Ability to assist ULBs to set standards and procedure for ensuring quality and monitoring compliance.
- II. Prior experience as municipal engineer will be an added advantage.
- III. Fluency in local language essential.

4. Manager-Social Development & Infrastructure/Manager-Skills and Micro Enterprises

Full time two years Post-Graduate Diploma in Management/MBA

OR

Master in any other relevant discipline with 3 years of experience in Social Development works with poverty reduction program's

OR

Graduate from Government recognized institutes with 6 years of Experience in Social Development works with poverty reduction program's

-> Skills:-

I. Should be Proficient with MS office; strong analytical skills; experience of working with government institutions will be given preference.

Location

Anywhere in Himachal Pradesh

Application fees /payment procedure

Before filling the application for candidates must have paid Rs. 1000/- as application fees

1. The transaction Receipt/Details must be retained by the candidate for future reference.
2. The transaction receipt needs to be uploaded at the end of the form.

Bank details for fee deposit through NEFT/RTGS/Online Transfer

Bank Name: State Bank of India

Account No: 31857396177

IFSC Code: SBIN0000718

Branch Location: Near Kalibari, Shimla

How to Apply

- 1) Only online application forms receive.
- 2) Go to NIELIT Shimla Website (<http://www.nielit.gov.in/shimla>)
- 3) Click on Recruitments Tab

- 4) Under the recruitment tab go through the Links for **Application form filling steps, Advertisement** before filling the form.
- 5) Pay application fees of Rs. 1000/- through online mode only. Bank details are provided above.
- 6) Candidate should login in their own gmail account while applying online.
- 7) Click Apply Online Link and follow the steps.
- 8) Upload concerned documents
 - a) Upload Payment Receipt(jpeg/jpg) size below 1 Mb
 - b) Upload Qualification Detail in Single PDF size below 1 Mb
 - c) Upload Experience Details in Single PDF size below 1 Mb
 - d) Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb
- 9) Submit the form
- 10) Your **AADHAR** number is mandatory field which will be used for future tracking/query of your application.

Result/ virtual interview

1. Short listed candidates will be called for virtual interview.