Online Application Procedure For Various Posts

Name of Posts:

1. Clerk Cum DEO

2. Junior Officer (F&A)

3. Consultant

4. Project Manager

5. Jr. Scale Stenographer

6. Surveyor Engineer

Eligibility Criteria

1. **Clerk Cum DEO**

   Education Qualification:

   - 10+2 with Diploma in Computers / 'O' Level

   Work Experience:

   - Minimum 1 (one) years of work experience in relevant field.
   - Knowledge of English and Hindi is essential typing speed of 30 WPM in English/25 WPM in Hindi.

2. **Junior Officer (F&A)**

   Education Qualification:

   - Full time Graduation in Commerce (B.Com) from recognized university with 55% marks.

   Work Experience:

   - None.

3. **Consultant**

   Education Qualification:

   - M.Sc. and Ph.D. in Biotechnology/Life Science from recognized University with least 60% marks.

   Work Experience:

   - At least 4years Post-doctoral experience.
   - Experience in Computer operation formulating & implementing projects.
   - Applicant having experience of working in reputed institute would be preferred.

4. **Project Manager**

   Education Qualification:
   - B. Tech (ECE, CSE, IT) With Minimum 1 year Experience in Project Management.
   - MCA With 1 year Experience in software Development/Database Administrative/ Project Management With knowledge of Hardware and Networking.

   Work Experience:
   - Minimum 1 (one) years of work year Experience in Project Management for B. Tech (ECE, CSE, IT) Candidates.
   - Minimum 1 (one) years of work year Experience in software Development/Database Administrative/ Project Management With knowledge of Hardware and Networking For MCA candidates.

5. **Jr. Scale Stenographer**

   Education Qualification:
   - 10+2 with Cetification in Steno.

   Work Experience:
   - Minimum 1 (one) years of work experience in relevant field.
   - Speed as per Govt Norms.

6. **Surveyor Engineer**

   Education Qualification:
   - ITI Diploma in Draftsman/Surveyor having Six month certificate course in Auto CAD Software with three years working Experience in Auto CAD Software .

   OR

   - Minimum Graduate and 1 year Diploma in CAD in 3 map or three year Polytechnic Diploma in IT/ Computer Science with Minimum three year Specifically well experienced in CAD (Land Survey)

   Work Experience:
   - Minimum 3 (three) years of work experience in Auto CAD Software for ITI candidates.
   - Minimum 3 (three) years of work experience in CAD (Land Survey) for Graduate and 1 year Diploma holder in CAD in 3 map or three year Polytechnic Diploma holder in IT/ Computer Science candidates.

Location

Anywhere in Himachal Pradesh

Application Fees /Payment Procedure

Note: Before filling the application form candidate must have paid Rs. 1000/- as application fees

1) Candidate must have a valid Email ID.

2) Candidate must deposit fee (Rs.1000/-) through online mode only through UPI Money Transfer (Bhim app,GooglePay, PhonePay, Paytm etc) or Net Banking (INB, NEFT etc) before proceeding the application form.

3) The transaction Receipt/Details must be retained by the candidate for future reference.

4) The valid transaction receipt having UPI Transaction ID/UTR number/Net banking Reference ID (clearly visible) must be uploaded in document upload section.

5) Cash Deposit in account will not be accepted.

6) Fee once paid will not be refunded.

Bank Account Details for Making the Payment:

Name: National Institute of Electronics & Information Technology(NIELIT)
Bank Name: State Bank of India
Account No: 31857396177
IFSC Code: SBIN0000718

How to Apply

1. Only online application form will be received.

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 **Advertisement, Application form filling steps** before filling the form.

5. Pay application fees of Rs. 1000/- through online mode only. Bank details are provided above.

6. Click Apply Online Link and follow the steps.

7. Upload concerned documents
   a. Upload Payment Receipt(jpeg/jpg) size below 1 Mb
   b. Upload Qualification & Work Experience Certificate in Single PDF size below 10 Mb
   c. Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb

8. Submit the form

Result/ virtual interview

9. The candidates meeting eligibility criterion will have to appear in virtual interview/skill test.