

National Institute of Electronics and Information Technology(NIELIT) Chandigarh

PUNCOM Building, C-134, Ind. Area, Phase-VIII, Sector 72, Mohali(SAS Nagar), Punjab-160071

Phone Nos. 0172-2236462, 2236464 Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the contractual posts advertised in the “Hindustan Times” and “Punjabi Tribune” dated 15/09/2018

Non-refundable Application fee is Rs 500/- (Rs 250/- for SC, ST, Person with Disability - PWD and Women candidates) per application is payable through Bank Draft/Bank Pay Order only

1. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before submitting his/her Application Form etc. at the time of MCQ/Typing test to be held on **25/09/2018 (2.00 pm)**. **All the candidates are requested to report in NIELIT Chandigarh by 12.00 pm positively.**
2. Following Application fee is payable, separately for each post, in the shape of Bank Draft/Bank Pay Order drawn in favour of “NIELIT Chandigarh”, payable at Chandigarh or Mohali : -
 - (i) SC, ST, Person with disability(PWD) & Women - Rs 250/-
 - (ii) Any Other Category - Rs 500/-
3. Before submitting the Application Form personally in NIELIT Chandigarh on 25/09/2018, the candidate must ensure that his/her name, father's name and date of birth are identical both on his/her qualification certificates and his/her Aadhaar Card. These particulars should also match with his/her Bank passbook in which applicants salary would be credited in case he/she is offered contractual employment. In case of married female applicant, if her Aadhaar Card and Bank Passbook have husband's name instead of father's name, then it must be ensured that particulars should exactly be identical in spellings on her Aadhaar Card and Bank Passbook. In case any discrepancy is found, the Application Form is liable to be rejected without any further communication.
4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post(**post qualification experience**).
5. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the closing date for applying i.e. 25/09/2018 which will remain unchanged even in case of extension of the closing date for submission of the application.
6. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in the test/interview for the post does not mean that the candidate is eligible for selection/empanelment.
7. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person at the time of MCQ/Typing test, as the case may be :-
 - a) Caste certificate (SC/ST), if applicable.

- b) Category certificate(PWD), if applicable.
- c) Matriculation/10th Class certificate showing Date of Birth.
- d) Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
- e) Degree certificate of higher educational qualification, if any.
- f) Requisite post qualification experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
- g) Attested copy of PAN Card, if available.
- h) Attested copy of Aadhaar Card.
- i) Attested copy of first page of bank passbook where his/her name, address and bank particulars are printed.

In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree. Non-submission of the above documents may lead to cancellation/rejection of the Application Form/Candidature.

8. The candidate should affix his/her recent coloured passport size photograph on the Application Form.
9. The Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.
10. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the online application as per the conversion formula of institute/university from where the degree has been acquired.
11. The number, location and duration of posts may vary as per the requirement of the project/user department which will be co-terminus with the project.
12. Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the services of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.
13. The selection/empanelment of the candidates for the post of Network Administrator, District Project Manager, Assistant Programmer, Technical Assistant and Technical Support Engineer will be through a written test of one hour duration in English, consisting of 50 Multiple Choice Questions (MCQ, 70% Computer Science & 30 % General Aptitude) questions of 1.4 marks each, to be answered on an OMR Sheet. For preparing a selection/empanelment list for these posts, 70 marks have been allocated for the MCQ Test, 15 marks for presentation and 15 marks for the interview. A maximum number of candidates, equal to 5 times the number of each post advertised, who secure 40% or higher marks in the MCQ test, in order of merit, will be considered qualified to be called for an interview on a later date. The date of interview will be intimated later on, on the website of this Centre. The shortlisted candidates must bring a copy of their Resume for submission to the Selection Committee at the time of interview.

14. The selection/empanelment for the post of Data Entry Operator(DEO), on contract basis, will be through a computer based Typing Test. The candidates achieving a typing speed of 20 or more correct words per minute (wpm) will be considered to have qualified the typing test. The selection/merit list for this post will be prepared on the basis of the typing speed, in order of merit. Incase two candidates with the same typing speed, the candidate who is elder will be given higher rank in the selection/empanelment list.
15. The candidates applying for the post of DEO must bring their original testimonials/certificates for checking/verification on the date of the typing test.
16. No separate call letter/intimation will be sent for the test/interview and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
17. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section requirements.
18. The candidate must indicate his/her email-id and mobile number while applying online on which any communication from NIELIT Chandigarh may be sent.
19. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process.
20. The decision of the Director Incharge, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
21. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 9.30 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).
22. The break-up of the consolidated remuneration(Where EPF is applicable) is given below:-

S N	Name of the post	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Total monthly remuneration (Rs.)	Deduction : Employees share of EPF @ 12% of Basic Pay	Net amount payable
	1	2	3	4	5=2+3+4	6	7= 5 - 6
1	Technical Assistant	10800	1620	1080	13500	1296	12204
2	Assistant Programmer	8240	1236	824	10300	989	9311
3	Data Entry Operator	9800	1470	980	12250	1176	11074

Employer's share of EPF, as applicable, shall be paid extra.

23. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
24. **All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh. Candidates are therefore, advised to visit this website regularly regarding the entire selection/empanelment process.**
