

National Institute of Electronics and Information Technology (NIELIT) Chandigarh
Birla Farms, Bada Phull, Near IIT Ropar, Rupnagar (Ropar) – 140001, Punjab
Phone Nos. 01881-257032, 257008

Website : www.nielit.gov.in/chandigarh/recruitments

Advt-No. : FMG-20/12-2022
(NIELIT/CH/FMG-101(10)/2022)

Dated : Dec. 10, 2022

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for 10 posts of Data Entry Operator (B), 16 posts of Data Entry Operator (E) & 1 post of Computer Operator, on contract basis, at Ropar and other different client department's locations in Punjab published in "The Tribune" (English, Chandigarh Edition), "Ajit" (Punjabi, Jalandhar Edition) and "Dainik Jagran" (Hindi, Ludhiana Edition) newspapers dated 09-12-2022 and also displayed on the website of this Centre

1. Candidates are advised to visit our website - nielit.gov.in/chandigarh/recruitments for downloading the prescribed Application Form, essential qualifications, post-qualification experience (if required) and other relevant details etc. regarding the post(s) advertised.
2. Interested and eligible candidates are invited to submit their Application Form etc. in person at the above mentioned address and thereafter appear in the interview as per the following schedule at **Ropar** :-

| SN | Post | App-Form, fee submission time on 19-12-2022 | Checking of Eligibility etc. on 19-12-2022 | Computer based typing test on 19-12-2022 | MCQ test on 19-12-2022 |
|----|-------------------|---------------------------------------------|--------------------------------------------|------------------------------------------|------------------------|
| 1 | DEO(B) | 9:30 am to 12:45 pm | 9:45 am onwards | 10:30 am onwards | - |
| 2 | DEO(E) | 9:45 am to 12:45 pm | 10:15 am onwards | 10:45 am onwards | - |
| 3 | Computer Operator | 10:00 am to 12:45 pm | 10:45 am onwards | - | 1:30 pm to 2.30 pm |

3. The candidates must bring all their original testimonials/certificates for checking at the time of submitting their Application Form.
4. Incase of any change in the walk-in-interview dates or timings for whatsoever reason(s), the same shall be displayed on the website of this Centre only.
5. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form, **non-refundable** Fee etc.
6. 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 Rupnagar(Ropar) :-
 - (i) SC, ST, Person with disability(PWD) & Women - Rs 250/-
 - (ii) All Other Categories - Rs 500/-Candidates can also pay the fee by swiping the Debit / Credit Card on the POS Machine available in the office.
7. The applicants are advised to ensure that their Name, Date of Birth and Gender (if printed) on the essential qualification certificates and Aadhaar Card are identical. They must get it corrected before applying for the post(s) advertised.

8. The application form(s) of the candidates received in NIELIT Chandigarh by post/courier shall neither be considered nor sent back.
9. The requisite experience, if required, for the post(s) will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
10. 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 initial closing date for applying to the advertised post i.e. **19-12-2022**, which will remain unchanged even in case of extension of the closing date for submission of the application.
11. Canvassing in any form may lead to cancellation of candidature.
12. 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 an interview does not mean that the candidate is eligible for selection/empanelment.
13. The post(s) advertised are purely contractual and co-terminus with the Project.
14. Candidates are required to attach **legible self attested** copies of the following documents/certificates with their Application form :-
 - a) Prescribed Application Fee in the shape of a Bank Draft/Pay Order payable at Rupnagar(Ropar), Punjab or POS machine receipt.
 - b) SC/ST or PWD certificate, 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), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - g) A copy of Aadhaar Card.
 - h) A copy of PAN Card (if available).
 - i) A copy of first page of bank account passbook where his/her name, address and bank particulars are printed.

The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of above documents are not attached.

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/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.

15. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.

16. No pension and/or gratuity is payable on contractual service/employment in NIELIT, irrespective of duration of contract and the same will be applicable. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to time in accordance with the relevant enforceable and applicable clauses of labour laws including the introduction of New Wage Code.
17. The number and location of post(s) may change/vary as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.
18. 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 deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.
19. The selection/empanelment of the candidates for the post of **Data Entry Operator(B)** will be through a computer based Typing Test in English, of 10 minutes duration and the candidates achieving a typing speed of 20 or more correct words per minute (wpm) will be considered to have qualified the typing test. In case of two or more candidates with the same typing speed, the candidate who is elder (age wise) will be given higher rank/more weightage.
20. The selection/empanelment of the candidates for the post of **Data Entry Operator(E)** will be through a computer based Typing Test in English, of 10 minutes duration and the candidates achieving a typing speed of 25 or more correct words per minute (wpm) will be considered to have qualified the typing test. In case of two or more candidates with the same typing speed, the candidate who is elder (age wise) will be given higher rank/more weightage.
21. The selection/empanelment for the post of Computer Operator will be through MCQ test. The test may be of one hour duration in English, consisting of 50 Multiple Choice Questions (MCQ) of 2 marks each (keeping under consideration the essential qualification prescribed). Candidates securing 40 or above marks will be considered to have been qualified for preparing a selection/empanelment list, on merit basis.
22. For all the posts, in case of two or more candidates with the same marks in the MCQ test or same speed in the typing test, the candidate who is elder (age wise) will be given higher rank/more weightage.
23. No TA/DA will be paid appearing in the test. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
24. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section without any relocation benefits/compensation.
25. The candidate **must** mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT Chandigarh may be sent. This Centre will not be responsible for invalid email-id or mobile numbers mentioned by the candidate in his/her Application Form.

26. If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the advertised post(s).
27. The selected/empanelled candidates shall have to produce the **original** testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
28. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, NIELIT Chandigarh reserves the right to modify / withdraw / cancel any communication made to the applicant / candidate / deployed manpower.
29. Following is the break-up of the consolidated remuneration payable for the below mentioned posts, where EPF is applicable:-

| S N | Post Name | Basic Pay (Rs.) | HRA (Rs.) | Med. & other allow. (Rs.) | Gross Salary (Rs.) | Employees share of EPF @ 12% of Basic Pay (Rs.) | Net salary payable (Rs.) |
|--------|-------------------------|-----------------|-----------|---------------------------|--------------------|-------------------------------------------------|--------------------------|
| | 1 | 2 | 3 | 4 | 5=2+3+4 | 6 | 7= 5 - 6 |
| 1 | Data Entry Operator (B) | 9542 | 1431 | 934 | 11907 | 1145 | 10762 |
| 2 | Data Entry Operator (E) | 9542 | 1431 | 934 | 11907 | 1145 | 10762 |
| 3 | Computer Operator | 10000 | 1500 | 1000 | 12500 | 1200 | 11300 |

Employer's share of EPF, as applicable, shall be paid extra for the above posts.

30. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
31. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
32. The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
33. The candidates are required to follow Covid appropriate behavioural norms.
34. All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh/recruitments. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.
