

**National Institute of Electronics and Information Technology(NIELIT), Chandigarh**  
**(C-134, PUNCOM Building, Ind. Area, Phase-8, Sector 72, Mohali-160071, Ph. 2236462)**  
**Plot No. M-925, IETE Building, Sector 30-B, Chandigarh-160030**  
**Phone Nos. 0172-2650127, 2650121 Website: www.nielit.gov.in/chandigarh**

**Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the contractual posts advertised in the "Hindustan Times"(English), and "Dainik Bhaskar"(Hindi) dated 17/03/18**

**Application fee is Rs 500/-(non-refundable) per application payable in the shape of Bank Draft/Bank Pay Order(Rs 250/- for SC/ ST/ Person with Disability(PWD)/Women)**  
**Application fee once paid will not be refunded in any case**

1. Candidates are advised to visit our website - **<http://nielit.gov.in/chandigarh>** for downloading the prescribed Application Form, essential qualifications, post qualification experience, and other relevant details etc.
2. 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.
3. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for the post(**post qualification experience**).
4. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be **28/02/18**.
5. The number, location and duration of posts may vary as per the requirement of the project and will be co-terminus with the project.
6. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere appearing in the walk-in-interview or the typing test 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 their Application form and application fee, to be submitted in person, on the date of interview/typing test, as the case may be :-
  - a) Caste certificate (SC/ST), if applicable.
  - b) Category certificate(PWD), if applicable.
  - c) Matriculation/10<sup>th</sup> 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.

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. Name entered in the online application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

8. Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage.
9. The candidate should affix his/her recent coloured passport size photograph on the Application Form before submitting it to NIELIT Chandigarh, on the date of interview/typing test as the case may be.
10. The Application Form of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.
11. 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 their institute/university conversion formula.
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. For all the posts advertised, except the posts of Data Entry Operator(DEO), the selection/empanelment will be through an interview for which 25 marks have been allocated for presentation of the candidate and 75 marks for the interview.
14. The selection/empanelment of the candidates for the posts of Data Entry Operator(DEO), on contract basis, will be through a computer based Typing Test in English, of 10 minutes duration. 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. In case two candidates with the same typing speed, the candidate who is elder(age wise) will be given higher rank in the selection/empanelment list.
15. Candidates must bring their original testimonials/certificates and its attested photocopies for verification/checking before the interview/typing test.
16. The candidates must bring a copy of their Resume also for submission to the Selection Committee at the time of interview.

17. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
18. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section.
19. The candidate **must** mention his/her email-id and mobile number in the Application Form on which any communication from NIELIT Chandigarh may be sent.
20. 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.
21. If at any stage 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 appearing in the interview/typing test.
22. The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
23. 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).
24. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
25. The break-up of the consolidated remuneration(Where EPF is applicable) is given below:-

SN	Name of the post & place of posting	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Gross remuneration (Rs.)	Deduction : Employees share of EPF @ 12% of Basic Pay (Rs.)	Net amount payable (Rs.)
	1	2	3	4	5=2+3+4	6	7 = 5 - 6
1	Call Centre Executive (Mohali)	11250	1688	1062	<b>14000</b>	1350	12650
2	Computer Operator (Panchkula)	8080	1212	808	<b>10100</b>	970	9130

3	Helper (Panchkula)	6640	996	664	<b>8300</b>	797	7503
4	Computer Operator (Mohali)	8169	1225	800	<b>10194</b>	980	9214
5	Peon (Mohali)	6068	910	593	<b>7571</b>	728	6843
6	Helper-1 (Chandigarh)	7120	1068	712	<b>8900</b>	854	8046
7	Computer Operator (Chandigarh)	7950	1193	775	<b>9918</b>	954	8964
8	Helper-2 (Chandigarh)	9242	1386	904	<b>11532</b>	1109	10423
9	Data Entry Operator (At different places in Punjab)	7644	1147	764	<b>9555</b>	917	8638
10	Data Entry Operator (Jhajjar)	8080	1212	808	<b>10100</b>	970	9130

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

26. All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh) only. Candidates are therefore, advised to visit this website regularly to know the latest updates regarding this recruitment process.



The Walk-in-interview/Computer based Typing Test shall be conducted at NIELIT Chandigarh, PUNCOM Building, C-134, Ind. Area, Phase-8, Mohali-160071 as per the following schedule :-

**Reporting time for all the posts is : 9.30 am to 12.00 pm**

SN	Post Name	No. of posts	Place of posting	Interview / Typing Test	Date	Date of interview / Typing Test
1	Call Centre Executive	5	Mohali	Interview	19/03/2018	19/03/2018
2	Database Administrator	1	Panchkula		21/03/2018	21/03/2018
3	Computer Operator	6			20/03/2018	20/03/2018
4	Helper	1			23/03/2018	23/03/2018
5	Computer Operator	5			Mohali	20/03/2018
6	Peon	1	23/03/2018			23/03/2018
7	Helper-1	1	Chandigarh		23/03/2018	23/03/2018
8	Computer Operator	1			20/03/2018	20/03/2018
9	Helper-2	1			Chandigarh	23/03/2018
10	Database Administrator	5	At different places in Punjab		21/03/2018	21/03/2018
11	Data Entry Operator	7		Computer based typing test	23/03/2018	23/03/2018
12	Programmer	2	Mohali	Interview	22/03/2018	22/03/2018
13	Senior Programmer	1				
15	Front Office Counsellor	1	Chandigarh	Interview	19/03/2018	19/03/2018
16	Data Entry Operator	3	Jhajjar	Computer based typing test	23/03/2018	23/03/2018
<b>Total posts =</b>		<b>41</b>				

Interview/Computer based Typing test for all the posts shall start from 10.00 am onwards on the above given dates.