

National Institute of Electronics and Information Technology(NIELIT), Chandigarh

Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071

Phone No. 0172-2236462, 2236464, Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for two contractual posts advertised in the "The Times of India"(English, Chandigarh and Delhi Editions) dated 05/11/2017

Application fee is Rs 500/-(non-refundable) per application payable through NEFT/BT only
(Rs 250/- for SC/ ST/ Person with Disability(PWD)/Women)

Application fee once paid will not be refunded in any case

1. Only ONLINE applications will be accepted through our website - <http://nielit.gov.in/chandigarh> which will remain open from **05/11/2017(9.00 am)** to **11/11/2017(11.59 pm)**. No other mode of application will be accepted.
2. The printout of the online filled Application Form with passport size photograph affixed on it, attested copies of the testimonials along with the **non-refundable** prescribed registration fee transferred through NEFT/BT in the NIELIT Chandigarh's Punjab National Bank Current Bank Account No. (Details given at point No. 4 below).
3. After submitting the Application Form online, the candidate should take printout of the Application Form, before the last/closing date & time i.e. **11/11/17(11.59 pm)**, bearing a unique reference number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.
4. Transfer of prescribed Application Fee through NEFT/BT :-
 - a) **Candidates transferring the Registration Fee from their Bank Accounts other than Punjab National Bank** : Candidates are required to deposit the prescribed application fee amount through NEFT in the name of "**NIELIT CHANDIGARH**", Current Bank Account No. 7854005900000019, IFS Code – PUNB0785400 of Punjab National Bank, Sector 71, Mohali and mention the Unique Transaction Reference (UTR) Number generated after transfer of fee while applying online.
 - b) **Candidates transferring the Registration Fee from their Bank Accounts with any CBS Branch of Punjab National Bank** : Candidates are required to deposit the prescribed application fee amount through NEFT in the name of "**NIELIT CHANDIGARH**", Current Bank Account No. 7854005900000019, IFS Code – PUNB0785400 of Punjab National Bank, Sector 71, Mohali and mention their Savings Bank Account after transfer of fee, while applying online.
5. The candidates applying online are required to send through their email address scanned copies of these documents – Application Form(signed) mentioning Unique Transaction Reference (UTR) Number and self-attested copies of their testimonials/certificates(all in pdf format) to NIELIT Chandigarh on email address : chdrec041117@gmail.com latest by 11/11/17. Emails received from the candidates after this date shall not be considered nor replied back.
6. 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 applying online.

7. 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**).
8. 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 online i.e. **11/11/17** which will remain unchanged even in case of extension of the closing date for submission of the online application.
9. 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.
10. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying for the post does not mean that the candidate is eligible for selection/empanelment.
11. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person before the interview likely to be held **in the third week of Nov-2017** :-
 - 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.

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.

12. Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the online submission of the Application Form.
13. The candidate should affix his/her recent coloured passport size photograph on the Application Form generated online with unique reference number before submitting it to NIELIT Chandigarh, on the date of interview.
14. The Application Form(s) of the candidates received by post or courier shall neither be considered nor sent back.

15. 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.
16. 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.
17. NIELIT Chandigarh will upload list of Eligible/Provisionally/Ineligible candidates for each post separately on its website latest by 13/11/17. The Eligible/Provisionally Eligible candidates are required to report in this Centre for checking of their original testimonials/certificates before the interview, the date and time for which shall be displayed on the website of the Centre at a later date.
18. On the date of interview, the candidates must bring their original Application Form and UTR Number receipt/slip for submission. They must also bring all original testimonials/certificates including experience certificates(and attested copies for submission) for verification/checking a copy of which were emailed on **chdrec041117@gmail.com**.
19. The candidates must bring a copy of their Resume for submission to the Selection Committee at the time of interview.
20. For preparing a selection/empanelled list of the candidates for both the posts, 25 marks have been allocated for presentation of the candidate before the Selection Committee and 75 marks for the interview.
21. No separate call letter/intimation will be sent for the interview and also no TA/DA will be paid for the same. The candidate may make provision for a day's stay, if need be. NIELIT Chandigarh shall not pay for any boarding/lodging of the candidate.
22. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process.
23. The candidate must indicate his/her email-id and mobile number while applying online on which any communication from NIELIT Chandigarh may be sent.
24. The queries w.r.t. this recruitment advertisement by the candidate will only be entertained by NIELIT Chandigarh from 9.30 am to 5.00 pm (Monday to Friday/working day only).

25. The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
26. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
27. 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.
