

Details of essential qualification, experience etc. required for the different posts on contract basis.

अनुबंध के आधार पर विभिन्न पदों के लिए आवश्यक योग्यता, अनुभव आदि का विवरण

Place of deployment -Ropar

S. No.	Name of the Post	No. of Post(s)	Monthly consolidated Remuneration	Duration of Contract	Essential Qualification	Relevant Post Qualification Work Experience/Skills	Knowledge of any other language(if required ?)	Duty in Shift (Y/N)	Age Limit (Years)	Remarks
1	Resource Person (Office Assistant)	1	22000/-	initially 6 months	Graduate with 60% marks with Knowledge of MS Office /Libre Office	Preference will be given to candidate having student counselling experience	proficiency in MS Office	N	30 years	Job role includes counselling of students, admission process & completion, certificates etc.
2	Resource Person(Assistant)	2	25000/-		Graduate in any Discipline with min. 60% marks and having knowledge of MS Office/Libre Office		N	N	35 years	Job role includes managing records related to academics and Registrar Office
3	Resource Person(Development)	2	45000/-		B.E/B.Tech/M.E /M.Tech in CS/IT/Electronics or MCA or Equivalent Degree from an recognized institute or NIELIT 'B' Level	Min One Year experience preferably in software development in PHP/ Drupal /Laravel and MySQL database/.Net technologies	N	N	35 years	Job role includes software development (Testing ,Development and Maintenance)
4	Resource Person(Accounts)	2	35000/-		Graduate in Commerce/Finance or equivalent from a recognized University/Institution with atleast 60% marks	Minimum 2 Years of relevant work experience in handling Accounting tasks preferably CA(inter) CMA (Inter)	N	N	35 years	Job role is handling day to day accounting activities , assisting in preparation of financial statements and periodic reports, support internal& external audit processes, preparing & filing statutory returns such as TDS & GST , assistinf in processing vendor bills ,coordination with stakeholders for financial documentation and record keeping

Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration

Selection Criteria:- चयन मानदंड :-

Kindly tick any one option. कृपया किसी एक विकल्प को चुनें

- a) Written Test (Descriptive/ Multiple Choice Questions) (क) लिखित परीक्षा (वर्णनात्मक/बहुविकल्पीय प्रश्न)
- b) Walk In Interview (ख) वाक इन साक्षात्कार
- c) Written test (Descriptive/Multiple choice Questions) and Walk In Interview. (ग) लिखित परीक्षा (वर्णनात्मक/बहुविकल्पीय प्रश्न) और वाक इन साक्षात्कार

NIELIT CHANDIGARH, ROPAR CAMPUS**रा.इ.सू.प्रौ.सं. चंडीगढ़, रोपड़ परिसर**Details of essential qualification, experience etc. required for the different posts on contract basis.

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Sr. No.	Name of the Post	No. of Post(s)	Place of Posting	Monthly consolidated Remuneration with Break up	Duration of Contract (DD-MM-YY)	Essential Qualification	Relevant Post Qualification Work Experience/Skills	Knowledge of any other language(if required ?)	Duty in Shifts (Y/N)	Age Limit (Years)	Remarks
1	Jr.Resource Person (Exam)	One	Ropar	Rs.18,000/-	Initially 6 months	Any Graduate	Word, Excel, Google Sheet , Secretarial Skills.	Punjabi, Hindi, English	Y	upto 40	-

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Sr. No.	Name of the Post	No. of Post(s)	Place of Posting	Monthly consolidated Remuneration with Break up	Duration of Contract (DD-MM-YY)	Essential Qualification	Relevant Post Qualification Work Experience/Skills	Knowledge of any other language(if required ?)	Duty in Shifts (Y/N)	Age Limit (Years)	Remarks
1	Jr Resorce Person (Computer Operator)	1	Ropar	18000/-	Initially 6 months	Graduate with Min 6 months course in Computers from recognized institute or DOEACC/NIELIT 'O' Level Course	-	-	N	up to 40	Knowledge of working on computers and MS-Office tools

Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration

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Details of essential qualification, experience etc. required for the different posts of Guest Faculty
अनुबंध के आधार पर विभिन्न पदों के लिए आवश्यक योग्यता, अनुभव आदि का विवरण।

Sr. No. क्रमिक संख्या	Name of the Post पद का नाम	No. of Post(s) पदों की संख्या	Place of Posting पोस्टिंग की जगह	** Monthly consolidated Remuneration (With Break up) मासिक समेकित पारिश्रमिक (ब्रेकअप के साथ)	Duration of Contract (DD-MM- YY) अनुबंध की अवधि	Essential Qualification आवश्यक योग्यता	Post Qualification Work Experience/Skills योग्यता के बाद का कार्य अनुभव / कौशल	Punjabi passed in class 10 or 12 (Y/N) क्या 10 / 12 कक्षा में पंजाबी पास (हां/नहीं)	Duty in Shifts (Y/N) शिफ्ट में ड्यूटी (हां/नहीं)	Age Limit (Years) आयु सीमा (वर्ष)	Remarks टिप्पणियां
1	Junior Resource Person (Faculty-IT)	1	Chandigarh	Rs 25000/-	initially 6 months	BE/Btech/M.Sc in (IT/CS) Or MCA Or NIELIT 'B' Level	Nil	Nil	N	35 Years	Preferred knowledge in Python with Data Science and Machine Learning /PHP with MySQL/Web Designing

** Kindly tick any one option. कृपया किसी एक विकल्प को चुनें

- ☒ a) **Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration. (क) ईपीएफ में नियोक्ता का हिस्सा, यदि लागू होगा, तो समेकित पारिश्रमिक में शामिल होगा।
- ☐ b) **Employer's share of EPF, as applicable, shall be paid extra. (ख) ईपीएफ में नियोक्ता का हिस्सा, जैसा लागू होगा, उसका अतिरिक्त भुगतान किया जाएगा।

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