

Details of essential qualification(s), experience etc. required for the contractual post(s)

S N	Name of the post	No of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification(s)	Duration and nature of post qualification Work Experience, if required	Job role and responsibilities	Punjabi passed in Metric (Y/N)	Duty in Shifts (Y/N)	Max. Age Limit (years)
1	Technical Assistant	04	Mohali	Initially up to 31/03/2019 & likely to be extended for another year based upon the performance	BE/B.Tech(CS/IT) OR B.SC(CS/IT) OR BCA OR Graduate with One year Diploma in Computer applications.	Min. 2 years experience on Unix Operating Systems	To work on SCO Unix based Systems and handling Line printers	No	Yes	42 years

NIELIT Chandigarh

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

S. No.	Name of the post	No. of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification	Duration etc. of Post qualification work experience	Job role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in shifts (Y/N)	Max Age Limit (years)
2	Call Centre Executive	5	NIELIT Mohali	Initially for Six months from the date of appointment, likely to be extended based on performance / co-terminus with project.	Graduate with Computer knowledge and Good Communication skills in Hindi and English	NIL	➤ Good communication skills in Hindi and English ➤ phone skills, listening, data entry skills, attention to details, professionalism, multi-tasking ➤ Informs Students/Clients by explaining procedures, answering questions, providing information, ➤ Working knowledge of computers ➤ Using Online Web Application to search and resolve the queries ➤ Working will be on public help desk 6 days a week	--	Y	30 years max.

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Details of essential qualification and experience etc. required for the following posts on contract basis for various projects

S.No	Name of the post	No. of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification	Post qualification Work Experience	Job role and responsibility	Punjabi passed in Matric (Yes / No)	Duty in Shifts (Y/N)	Age Limit (years)
3	Database Administrator	1	Panchkula	6 months from the date of appointment	B.E. / B. Tech (CS / IT) / MCA / M.Sc. (CS/IT) / B Level of NIELIT / DOEACC OR Graduate with 'A' Level of NIELIT / DOEACC OR Graduate with PGDCA	1 Year 2 Year	Database administrator ✓ Knowledge of SQL Server and .Net ✓ Coordination with Client officials ✓ Handling complaint centre Related Activities ✓ Generation of reports on regular basis. ✓ Solving Technical Issues ✓ Manage a team of operators	No	No	35 years
4	Computer Operator	6	Panchkula	6 months from the date of appointment	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/NIELIT O'Level	Nil	Working will be on public help desk 6 days a week.	-	Y	35 years Max.
5	Helper	1	Panchkula	6 months from the date of appointment	8 th class pass	Nil	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	-	Y	35 years Max.

S No	Name of the post	No. of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification	Post qualification Work Experience	Job role and responsibility	Passed in Matric (Yes/No)	Duty in Shifts (Y/N)	Age Limit (years)
6	Computer Operator	5	Mohali	6 months from the date of appointment	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/NIEILT O'Level	Nil	Working will be on public help desk 7 days a week. One weekly off is allowed per week. Holidays as allowed by user department	-	Y	35 years Max.
7	Peon	1	Mohali	6 months from the date of appointment	8 th class pass	Nil	Dusting, Serving water to visitors, Cleaning of room. Working will be 7 days a week. One weekly off is allowed per week. Holidays as allowed by user department	-	Y	35 years Max.
8	Helper-2	1	Chandigarh	6 months from the date of appointment	8 th class pass	Nil	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	-	Y	35 years Max.
9	Computer Operator	1	Chandigarh	6 months from the date of appointment	10+2 in any discipline with minimum 6 months course in Computers OR 10+2 and DOEACC/NIEILT O'Level	Nil	Working will be on public help desk 6 days a week.	-	Y	35 years Max.

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10 Helper	1	Chandigarh	6 months from the date of appointment	8 th class pass	Nil	Dusting, Serving water to visitors, Cleaning of room. Working will be 6 days a week.	-	Y	35 years Max.

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

S N	Name of the post	No. of posts	Place of posting	Duration (DD/MM/YY)	Essential Qualification	Post qualification work experience	Job role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in shifts (Y/N)	Age Limit (years)
11	Data Entry Operator	3	Jhajjar	Till 31.08.2018 Likely to be extended on the basis of performance/Co- terminous with the Project Contract.	12 th pass with 6 months computer course.	NIL	Data Entry of Input forms & Checking of Lists.	N	N	Upto 40 years