

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.

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

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 (Helpdesk)	3	Mohali	Rs 16,880/-	6 months	10 + 2 And Minimum 6 months course in computers from recognized institute or DOEACC / NIELIT 'O' Level Course	Minimum One year experience in handling office work/helpdesk job and handling queries	Punjabi	Y	40 years	1. Working on public help desk 2. Knowledge of working on computers and MS-Office tools

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

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Sr. No. क्रमिक	Name of the Post पद का नाम	No. of Post(s) पदों की संख्या	Place of Posting पोस्टिंग का स्थान	Monthly consolidated Remuneration मासिक समेकित पारिश्रमिक	Duration of Contract अनुबंध की अवधि (DD-MM-YY)	Essential Qualification आवश्यक योग्यता	Relevant Post Qualification Work Experience/ Skills योग्यता-पश्चात कार्य अनुभव/कौशल	Punjabi Passed in Class 10 or 12 (YES/NO) पंजाबी कक्षा 10 or 12 की परीक्षा उत्तीर्ण या नहीं	Duty in Shifts (Y/N) शिफ्ट में ड्यूटी (हाँ/नहीं),	Age Limit (Years) आयु सीमा (वर्ष)	Job Profile
1	Jr. Resource Person (Data Processing / IT Assistant)	3	Ropar	Rs. 20,000/-	6 months	BCA / B.Sc. (Computer Science / IT) from a recognized university; OR Graduation in any stream from a recognized university with a one-year Diploma in Computers. Candidates with higher qualifications in Computer Science or IT from a recognized university are also eligible to apply	Minimum One year experience in Data Processing jobs using unix Operating System installed in a Govt office/Govt Autonomous bodies / PSU/ University etc	Yes	N	40 years	Handling Data processing work

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1	Jr. Resource Person (Data Entry)	1	Ropar	Rs. 16500/-	6 months	Graduation in any stream from a recognized university	The candidate should be knowing data entry in both English and Punjabi language. Minimum of one year experience in data entry work in a Government Office/ Government Autonomous Body,/Public Sector Undertaking (PSU)/ University etc.	Yes	N	40 years	Data Entry Work

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- b) Walk In Interview (ख) वाक इन साक्षात्कार
- c) ☒ Typing Test in English (ग) अंग्रेजी में टाइपिंग टेस्ट

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1	Resource Person (Warden- Female)	1 (One)	NIELIT Ropar Campus	Rs. 20,000/-	6 months	Bachelor's degree from a recognized University/ Institution. Desirable: Working knowledge of MS-Office	Experience in managing residential campus hostel of reputed Institute/ University	No	Upto 45 Years	Sheet Attached

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Job Profile: Warden (Girls Hostel)

- Overall management and coordination of Girls Hostel at NIELIT Ropar Campus.
- Observance of Hostel Rules and Regulations and Instructions issued from time to time with respect to hostel.
- To ensure student discipline and code of conduct at the hostels.
- Regular reporting of the discipline issues/ incidents to the HoD (Academics)/ JD(Admn).
- Maintaining a register at the hostel reception for students to register their complaints.
- Monitoring the timely resolution of maintenance related complaints of the hostels through the maintenance team/estate office.
- Take regular rounds of the hostel, carry out surprise visits and ensure the upkeep and serviceability of the hostel facilities.
- To ensure that the hostel rooms, hostel corridors, hostel bathrooms and toilets, surrounding area are cleaned regularly by the House keeping staff.
- Issue and record-keeping of Out-Pass to the students as per the Institute Policy and to ensure that all the hostel residents are in the hostels by stipulated time.
- To carry out any other tasks as assigned by the Competent Authorities of the Institute.