

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	Sr. Resource Person (Software Development)	2	NIELIT Ropar campus	Rs. 45000/-	Initially 1 year or Co Terminus with the Project	B.E/B.Tech/ME/ M.Tech in CS/IT/ Electronics or MCA or Equivalent Degree from an AICTE/UGC recognized institute OR NIELIT 'B' Level	Minimum Two years experience in - ASP.Net with web forms & SQL Server - Stored Procedures - Microsoft SQL Server Reporting Services, - Crystal Reports etc. - Web API development and Integration - Software Designing, Development, Deployment & Maintenance - Responsive Web Designing, - Bootstrap, - UI/UX - JavaScript & jQuery - Knowledge of web Services, - Web Application Security.	N	N	40 Years	Job Role and Responsibility will be Software Development, Testing, Deployment and maintenance.

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 संख्या	Name of the contractual Post सविदात्मक पद का नाम	Tentative No. of Post(s) पदों की संभावित संख्या	Place of Posting पोस्टिंग की जगह	CTC	Duration of Contract अनुबंध की अवधि	Essential Qualification आवश्यक योग्यता	Post Qualification Work Experience/Skills योग्यता के बाद का कार्य अनुभव / कौशल	Job Role and Responsibilities (कार्य भूमिका एवं जिम्मेदारियाँ)	Any Other Skill Required (अन्य आवश्यक कौशल (यदि कोई हो))	Duty in Shifts (Y/N) शिफ्ट में ड्यूटी (हां/नहीं)	Age Limit (Years) आयु सीमा (वर्ष)	Remarks टिप्पणियाँ
1	Jr. Resource Person (Data Entry)	2	Ropar	Rs. 18,200/-	Initially 1 year or Co Terminus with the Project	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.	Data Entry Work	—	N	40 years	—

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- d) Typing Test in English (घ) अंग्रेजी में टाइपिंग टेस्ट

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1	Jr. Resource Person-I (Data Processing)	4	Ropar	Rs. 22,000/-	Initially 1 year or Co Terminus with the Project	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	Handling Data processing work	---	N	40 years	---

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1	Jr. Resource Person-I (Project Assistant)	1	Ropar	20000/-	initially 1 year or Co Terminus with the Project	Graduation in any Discipline with one year Diploma in Computers .Preference shall be given to candidates having Master Degree and passed NIELIT DLC Course.	Minimum 3 years	Managing different project activities like documentation, record maintenance, report generation using MS- Word, MS- Excel, powerpoint etc		N	35 years	
2	Jr. Resource Person (Computer Operator)	1	Ropar	16500/-	Initially 1 year or Co Terminus with the Project	Graduation in any Discipline with one year Diploma in Computers	Minimum 1 year	Activities like file handling, record keeping, checking/verifi- cation etc. related to project		N	35 years	

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- a)  Written Test (Descriptive/ Multiple Choice Questions) (क) लिखित परीक्षा (वर्णनात्मक/बहुविकल्पीय प्रश्न)
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1	Junior Resource Person -II (IT Faculty)	1	Chandigarh	Rs 25000/-	Initially 1 Year or Co Terminus with the Project	BE/Btech/M.Sc in (IT/CS) Or MCA Or NIELIT 'B' Level	Nil	Training related activities which includes taking classes, Practical Labs, Helping students in Projects, Record keeping of students etc	Preferred knowledge in Python with Data Science and Machine Learning /PHP with MySQL/Web Designing	N	35 Yrs	

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**NIELIT CHANDIGARH, ROPAR CAMPUS**

रा.इ.सू.प्री.सं. चण्डीगढ़, रोपड़ परिसर



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1	Jr. Resource Person-II (Hindi)	1	Ropar	25000/-	Initially 1 year or Co Terminus with the Project	Graduation with Hindi and English Subjects	Minimum 2 years experience as Translator/Office Assistant, Knowledge of Hindi Typing	Hindi Translation, Assistance in implementing official language ,Preparation of Reports	N	N	40 Years	

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**Place of Deployment: Ropar**

S. No.	Name of the post	No. of the post(s)	Place of Posting	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	JrResource Person -I (Office Assistant)	1	Ropar	22,000	Initially 1 year or Co Terminus with the Project	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	Up to 30 years	Job role includes counselling of students, admission process and completion, certificates etc.
2	Jr.Resource Person -II (Assistant)	2	Ropar	25,000	Initially 1 year or Co Terminus with the Project	Graduate in any Discipline with min.60% marks and having knowledge of MS Office/ Libre Office	NIL	N	N	Up to 35 years	Job role includes managing records related to academics and Registrar Office
3	Asst. Resource Person (Faculty)	1	Ropar	32,000	Initially 1 year or Co Terminus with the Project	BE/BTech/MSC(IT/CS)/ MCA/B Level	1 Year	N	N	No age bar	Preferred experience in teaching subjects like AIML, Python, Web App, No SQL, Java

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- a) Written Test (descriptive/ Multiple choice Questions) (क) ईपीएफ में निवेशकता का हिस्सा, यदि लागू होगा, तो सम्मेलित पारिश्रमिक में शामिल
- b) Walk in Interview (ख) वाक इन साक्षात्कार
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1	Asst. Resource Person (Accounts)	1	Ropar	35000	Initially 1 year or Co Terminus with the Project	Graduate in Commerce/Finance or equivalent from a recognized university/institution.	Minimum 2 years of relevant work experience in handling accounting tasks.	No	No	35	Desirable Qualification - CA (Inter)/ CMA(Inter)

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## Eligibility Criteria for hiring of Consultant (Legal) purely on Contractual Basis- regarding

S.No	Post	No of Positions	Nature of engagement	Duration	Whether part time /full time	Consolidate Remuneration	Place of work	Essential Qualification and Experience
01	SR. Resource Person (Legal)	01 (One)	On Contract	1 year or Co-terminus with the project	Full Time	Rs. 45,000/- per month ** (refer to annexure attached)	NIELIT Ropar Campus & visit to various Courts / locations as per requirement	<ul style="list-style-type: none"> <li>• Degree if Law (Regular) from a recognized University or equivalent.</li> <li>• Should be a qualified legal practitioner having practiced for a period of at least four years post qualification.</li> <li>• Experience in respect of Court matters , Service matters, Judicial matters and having experience in of independent drafting &amp; filing of cases, noting and others matters, commercial contracts etc. (such as vendor agreements, Business Alliance Partner Agreements, NDAs, Statement of Work, Data Transfer Agreement etc.)</li> </ul>

Mode of Selection : Walk-in Interview

**General Terms & Conditions:-**

The Remuneration mentioned above is consolidated Remuneration (CTC). The selected candidate will not be paid any other financial benefits like Medical, HRA, and Transport etc. except the consolidated Remuneration.

1. Selection of candidate for engagement to the above mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.
2. The selected candidates will be engaged on contract basis initially for a period of 12 months, which may be extended depending upon the requirement and the performance of the candidate.
3. The offer of engagement for the selected candidate will be subject to verification of original certificates/ testimonials at the time of interview and completeness of other formalities.
4. Candidates will not be entitled to claim any TA/DA for appearing in interview.
5. Canvassing/Typing to influence NIELIT Ropar employees to secure the job in any manner shall disqualify the candidate.

Please refer to annexure attached for details.

Sr. Resource Person (Legal)

1.	Name of Post	Sr. Resource Person (Legal)
2.	Period of engagement	Initially 1 year or Co Terminus with the Project
3.	Name of engagement	The engagement will be purely on contractual basis and the Department reserves the right to terminate the same at any time without prior notice and without assigning any reason whatsoever with immediate effect without remuneration or notice period on grounds of proven misconduct. However, in the normal course the contractual employee shall be served on month's notice before termination of the contract or one month's pay in lieu of the notice period.
4.	Scope of duties	<ol style="list-style-type: none"> <li>1. Carry out continuous review, monitoring applicability, interpretation of all relevant Rules/Legislations pertaining to Service, Arbitration and Civil matters of Department.</li> <li>2. To attend hearings in various Courts as &amp; when required.</li> <li>3. Assist the Department in court cases as well as matters which require examination from a legal point of view (OAs/WPs/SLPs/CIC matters) can be done in a professional manner;</li> <li>4. Tender opinion in issues coming before the Department;</li> <li>5. Prepare draft affidavits and Provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent;</li> <li>6. Vetting of draft affidavit prepared by Govt. Counsels and to be filed in various judicial/quasi-judicial forums in cases where the Department has been made a respondent;</li> <li>7. Vetting the replies prepared on various parliamentary questions;</li> <li>8. Scrutinize legal papers, documents and affidavits received in the department and offer comments.</li> <li>9. Liaison with the Government counsels;</li> <li>10. Perform such other work of legal nature as may be entrusted from time to time.</li> </ol>
5.	Job Location	National Institute of Electronics and Information Technology(NIELIT), Ropar
6.	Eligibility, Educational Qualifications, and age limit	Retired Government Employees Or Legal professionals from Open market <b>Essential:-</b> a) Having Master's Degree/Bachelor's Degree of Law from

		<p>a recognized University or Institute in India, recognized by the Bar Council of India;</p> <p>b) Should be registered as an advocate in the Bar Council in terms of Advocates' Act, 1961;</p> <p>c) Must have excellent written and oral communication and interpersonal skills.</p> <p><b>Age Limit:</b> Not more than 50 years.</p>
7.	Experience	<p><u>For Retired Government employees:</u> Minimum 5 years experience of handling court cases related to service matter in any Central or State Government Ministry/Department/PSU.</p> <p><u>For Legal Professionals from Open market:</u> Minimum 5 years of post qualification experience of working with Government Department /PSUs and /or Supreme Court of India/High Courts/ District Courts.</p>
8.	Remuneration & Entitlements	<p><b>In case of Retired Government employees:</b> Remuneration as per guidelines laid down in Department of Expenditure's O.M No. 3-25/2020-E.IIIA dated 09<sup>th</sup> December, 2020 i.e. Fixed monthly amount arrived at by deducting basic pension from the pay drawn at the time of retirement.</p> <p><b>In case of Legal Professionals from open market:</b> Legal Consultant: Rs 45,000/- (Consolidated CTC)</p>
9.	Allowances	The contractual employee will not be entitled to any other allowance including, but not limited to Dearness Allowance, House Rent Allowance, CGHS, Medical Reimbursement, Pension, Gratuity etc.
10.	Leave	The Contractual employees shall be entitled to avail 12 days of leave in a calendar year on prorata basis.
11.	Termination of Contract	<p>The Department reserves the right to terminate the contract at any time in case:</p> <p>a) The contractual employee is unable to satisfactory complete the assigned tasks.</p> <p>b) The Contractual employee is found lacking in honesty and integrity or violates the confidentiality clause;</p> <p>c) The contractual employee is absent from duty without authorization;</p> <p>d) The Department choose not to renew the contract at the end of the initial period of engagement;</p> <p>e) Any other reason.</p>
12.	Requirement of prior notice	In case the contractual employee seeks termination of the contract before the expiry of period of engagement, he/she can do so upon giving 30 days' notice to the Department or one month's salary in lieu of the notice period.
13.	Confidentiality clause	a) During the period of engagement with the Department, the contractual employee would be subject to the provision of the official Secret Act, 1923 and shall not divulge any information that he/she may have come

		<p>across during the period of his/her engagements in the Department to anyone who is not authorized to have the same.</p> <p>b) The Contractual employee shall maintain absolute integrity, devotion of duty, confidentiality and secrecy of information handled by him/her. The secrecy and confidentiality shall be maintained even after the termination of the contract.</p> <p>c) The contractual employee shall, in no case, work for or represent in court or before any other legal authority, tribunal etc. or give opinion / advice to any person other the Department on any matter during the period of his/her engagement with the Department.</p>
14.	Conflict of interest	The Contractual employee shall be expected to regulations laid down by the Government for the employees. In case the services of the contractual employee are not found satisfactory or found in conflict with the interest of the Government functioning, his/her duties are liable to be terminated/discontinued without assigning any reason thereof.
15.	Working hours	The contractual employee shall endeavor to observe normal office timings and may also be called upon to attend the office on Saturday, Sunday or any other holiday in case of requirement/ exigencies. In case of leave or any exigency, the contractual employee shall notify the Department promptly.
16.	Mode of Selection	The selection shall be based on screening of Application followed by an interview to be conducted by a committee appointed for the same.

**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	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-II (Assistant-Admin)	01	Ropar	25000/-	Initially 1 year or Co Terminus with the Project	Graduate in any Discipline	Minimum one year relevant experience as Asstt	-	N	40 Years	

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

(Sheet Attached)

**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

**Job Description:**

- Office Administration & Assistant Support: providing administrative assistance, managing day-to-day operations, and ensuring office efficiency.
- File/Document Management: Managing physical and digital documents, including organization, storage, and retrieval.
- Report Compilation & Data Entry: Compiling reports, entering data accurately, and maintaining records.
- Meeting Coordination & Logistics: Planning, coordinating, and executing meetings, including logistics and communication.
- Communication & Interdepartmental Liaison: collaborating effectively with various departments and Stakeholders

**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	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 -I (IT Assistant)	01	Ropar	22,000/-	Initially 1 year or Co terminus with the Project	BCA/B.Sc.(CS/IT) / B.E./B.Tech. (CS/IT/ Electronics) or Graduation in any stream from a recognized university with atleast one year Diploma in Computer Application With 60% marks and above	Minimum One Year experience in office jobs jobs using Ms-Office/Libre Office in a Govt. Office/Govt. Autonomous Bodies/PSU/University etc.	Knowledge of Hindi Typing is essential	N	40 Years	Job role includes managing of records/ files

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) वाक् इन साक्षात्कार
- c) Written test (Descriptive/Multiple choice Questions) and Walk In Interview. (ग) लिखित परीक्षा (वर्णनात्मक/बहुविकल्पीय प्रश्न) और वाक् 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.**  
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 Breakup	Duration of Contract	Essential Qualification	Relevant Post Qualification Work Experience/Skill	Knowledge of any other language(if required ?)	Duty in Shifts (Y/N)	Age Limit (Years)	Remarks
1	Jr. Resource Person-I (Exams)	8	Ropar	22,000/-	Initially 1 year or Co Terminus with the Project	BCA/B.Sc (CS) OR Graduation in any stream from a recognized university with a 120-hour computer course.	Data Handling, Record Keeping, Minimum 3 to 6 months' experience in Government offices / Autonomous Bodies / PSU / University.	MS Office	N	40 Years	Depending on workload, may be required to work on holidays and late evening hours.

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)
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