

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

**Birla Farms, Bada Phull, Rupnagar(Ropar)-140001, Punjab**

**Phone Nos. 98773-00659, 98761-02112 Website: www.nielit.gov.in/chandigarh**

Instructions/Guidelines regarding advertisement/selection/empanelment of candidates for one contractual post of “Database Administrator” with a client department at Bathinda advertised in “Ajit” (Punjabi, Bathinda Edition) newspaper dated 13/08/2020 and also displayed on the website of this Centre

**Non-refundable** Application fee of Rs 500/- (Rs 250/- for SC, ST, Person with Disability (PWD) and Women candidates) is to be paid online through Debit Card /Credit Card / Netbanking only

For any problems faced in filling up the online application form or in paying the application fee or for any clarifications regarding this online application form, the applicant may contact at 98773-00659 or 98761-02112

1. Candidates are advised to visit the website – [nielit.gov.in/chandigarh](http://nielit.gov.in/chandigarh) for downloading the detailed instructions/guidelines, essential qualifications, post qualification experience, other relevant details etc.
2. Application will be accepted through ONLINE mode only at our website - **<http://nielit.gov.in/chandigarh>** which will remain open from **13/08/2020(11.30 am)** to **19/08/2020(5.00 pm)**. No other mode of application will be accepted.

The last date for application can be changed subject to the circumstances caused due to spread of COVID-19.

3. **Regarding payment of Application Fee :-**

- a) Non-refundable application fee as mentioned above is to be paid online only.
- b) In case a message “Transaction Unsuccessful/Transaction Declined/Transaction Failed” is shown to the applicants at the time of filling online application form, it means that the requisite fee has not been received. The candidate must ensure that his/her payment is not being shown as “pending” in the payment status field displayed after checking View/Print Application menu available on the Home Page of the website.
- c) In case payment of Application Fee is successfully made by the applicant, message of successful transaction will be shown followed by display of payment details from where the candidate can note down/print the transaction details of the payment made, for future reference and record.
- d) In case the candidate is not able to submit fee online by the closing date and time or the application is otherwise incomplete his/her candidature will be summarily rejected.

4. After submitting the Application Form online, the candidate must take a printout of the Application Form, **before the last/closing date & time i.e. 19/08/2020(5.00 pm)**. The Application Form bearing a unique Online Application Form Number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.

5. The candidate will have to submit original signed copy of the downloaded Application Form with a photograph pasted at the marked location, alongwith attested copies of their testimonials (**mentioned at Sr. No. 11**) for submission at the time of MCQ Test.
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. Before submitting the Application Form the candidate must ensure and satisfy that his/her Name, Father's Name and Date of Birth are identical in his/her Aadhaar Card, PAN Card and Bank account details otherwise the Application Form is liable to be rejected at any stage.
8. The requisite experience (if any) for the posts will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
9. 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. **19/08/2020**, which will remain unchanged even in case of extension of the closing date for submission of the application.
10. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in the MCQ test and interview 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 their downloaded Application Form : -
  - a) Caste certificate (SC/ST), if applicable.
  - b) Category certificate(PWD), if applicable.
  - c) Matriculation/10<sup>th</sup> 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.
  - h) Attested copy of Aadhaar Card.
  - i) Attested copy of first page of bank passbook where his/her name, address and bank particulars including IFSC code are printed.

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(s)/Candidature.

12. Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.

13. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.
14. 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.
15. 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.
16. The candidate must indicate his/her email-id and mobile number while applying online, on which any communication from NIELIT Chandigarh may be sent.
17. The selection/empanelment of the candidates for one post of “Database Administrator” will be through a written test and/or through online interview. In case a written test is conducted, the same will be of one hour duration in English, consisting of 50 Multiple Choice Questions (MCQ) of 2 marks each (70% Computer Science and 30% General Aptitude) to be answered on an OMR Sheet.  
The candidates must bring blue or black ball point pen for answering/marking on OMR answer sheet.
18. For preparing a selection/empanelment list, 70 marks will be allocated for the MCQ Test, 15 marks for presentation of the candidate before the Selection Committee and 15 marks for the interview. A maximum number of candidates, equal to 5 times the number of posts advertised, who secure 40% or higher marks in the MCQ test, in order of merit, will be considered qualified to be called for checking of their eligibility & original testimonials before the interview.
19. The candidates shortlisted after MCQ test, for the checking of original testimonials and eligibility before the interview must bring a copy of the resume for submission to the Selection Committee as part of the presentation.
20. The tentative date for the MCQ Test/interview will be within ten (10) days from last date of applying online. However, the actual date, time and venue of the MCQ Test shall be displayed on the website after the closing date of application depending on the situation caused due to spread of COVID-19.
21. In case of two or more candidates with the same marks in the MCQ Test or in the interview or in the selection/empanelment list, the candidate who is elder(age wise) will be given higher rank/more weightage.
22. No separate call letter/intimation will be sent for the test/interview and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
23. During the contractual employment, the place of posting can be changed as per the requirements of the client/project/section.

24. The candidate must affix his/her recent coloured passport size photograph on the Application Form.
25. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
26. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
27. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).
28. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
29. Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration.
30. **All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh). Candidates are therefore, advised to visit this website regularly regarding the entire selection/empanelment process.**

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