

National Institute of Electronics and Information Technology (NIELIT) Chandigarh
Birla Farms, Bada Phull, Rupnagar(Ropar) – 140001, Punjab
Phone Nos. 01881-257032, 257008, 98773-00659
Website:www.nielit.gov.in/chandigarh

Dated: 25th Nov, 2021

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for one (1) contractual post of “Computer Operator” at Chandigarh published in The Tribune (English, Chandigarh Edition), “Dainik Tribune” (Hindi, Chandigarh Edition) newspapers and 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) **per application** is payable through Bank Draft/Bank Pay Order only

1. Candidates are advised to visit our website - **nielit.gov.in/chandigarh/recruitments** for downloading the prescribed Application Form, essential qualifications, post-qualification experience (if required) and other relevant details etc.
2. 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 submitting the Application Form, Fee etc. at the time of walk-in-interview to be held on **29/11/2021(10.45 am onwards)**. **The candidates are required to report at the above mentioned address of NIELIT Chandigarh at Rupnagar(Ropar) on 29/11/2021 from 10.00 am to 1.00 pm.**
3. The date for walk-in-interview can be changed subject to the circumstances caused due to spread of COVID-19.
4. Following Application fee is payable, in the shape of Bank Draft/Bank Pay Order drawn in favour of “**NIELIT Chandigarh**”, payable at Rupnagar(Ropar) : -
 - (i) SC, ST, Person with disability(PWD) & Women - Rs 250/-
 - (ii) All Other Categories - Rs 500/-
5. The applicants are advised to ensure that their Name, Father’s Name, Date of Birth and Gender on the essential qualification certificates and Aadhaar Card are identical. Applicant should get it corrected before applying for any of the advertised post(s). The Application Form will be rejected if there is any mismatch in Name, Father Name, Date of Birth and Gender in these documents.
6. The requisite experience, if required, for the post(s) will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
7. 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 initial closing date for applying to the advertised posts(s) i.e. **29/11/2021** which will remain unchanged even in case of an extension of the closing date for submission of the application.
8. The candidates must bring all their original testimonials/certificates on 29/11/2021.
9. 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 walk-in-interview for the post(s) does not mean that the candidate is eligible for selection/empanelment.

10. Candidates are required to attach **self attested** copies of the following documents/certificates with their Application form at the time of walk-in-interview :-
 - a) Prescribed Application Fee in the shape of a Bank Draft/Pay Order payable at Rupnagar(Ropar), Punjab.
 - b) SC/ST or PWD certificate, if applicable.
 - c) Matriculation/10th 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) A copy of Aadhaar Card.
 - h) A copy of PAN Card (if available).
 - i) A copy of first page of bank passbook where his/her name, address and bank particulars are printed.

The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of above documents are not attached.

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/Candidature.

11. The Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.
12. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired.
13. The post(s) advertised are purely contractual and co-terminus with the Project.
14. No pension and/or gratuity is payable on contractual service/employment in NIELIT, irrespective of duration of contract and the same will be applicable. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to time in accordance with the relevant enforceable and applicable clauses of labour laws including the introduction of New Wage Code.
15. The number and location of post(s) may vary as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.
16. 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.
17. For preparing selection/empanelment list, 15 marks have been allocated for the presentation of the candidate before the Selection Committee and 15 marks for the

interview. In case of two or more candidates with the same overall marks, the candidate who is elder(age wise) will be given higher rank/more weightage.

18. No TA/DA will be paid for the same for appearing in the walk-in-interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
19. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section without any relocation benefits/compensation.
20. The candidate must mention his/her email-id and mobile number in the application form on which any communication from NIELIT Chandigarh may be sent.
21. If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the advertised post(s).
22. 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.
23. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
24. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
25. The break-up of the consolidated remuneration payable is given below:-

S N	Post Name	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Total monthly remuneration (Rs.)	Employees share of EPF @ 12% of Basic Pay	Net amount payable
	1	2	3	4	5=2+3+4	6	7= 5 - 6
1	Computer Operator	9635	1450	950	12035	1156	10879

Employer's share of EPF, as applicable, shall be paid extra.

26. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
27. **All the notices and updates regarding these post(s) will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire selection/empanelment process.**
