

National Institute of Electronics and Information Technology (NIELIT) Chandigarh
Birla Farms, Bada Phull, Near IIT Ropar, Rupnagar (Ropar) – 140001, Punjab
Phone Nos. 01881-257008, 257032

Website : www.nielit.gov.in/chandigarh/recruitments

Advt-No. : FMG-06/06-2023
(NIELIT/CH/FMG-101(14)/2023)

Dated :15/06/2023

Instructions/Guidelines regarding selection/empanelment of the candidates for different contractual engagements for inhouse projects/client department in Punjab

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. regarding these post(s).
2. Post wise Selection/ Empanelment criteria is given below :-

SN	Post-Name	Selection/ Empanelment Criteria
1	Database Administrator	MCQ Test+ Interview
2	Technical Support Engineer	Walk-in-interview
3	Senior Dot Net Developer	MCQ Test+ Interview
4	Maintenance Engineer (Civil)	Walk-in-interview
5	Senior Office Assistant	Walk-in-interview

The criteria /procedure for conducting MCQ Test/ interviews/ walk-in-interviews is given below:

Procedure for the MCQ test:

After checking of eligibility and original testimonials, the eligible candidates will be allowed to appear in the MCQ test which will be of one hour duration in English, consisting of 50 questions (as per the requisite essential qualification etc prescribed) of 1.4 marks each (max. 70 marks) as per the schedule mentioned below. Candidates securing 40% or above marks in the MCQ Test will be considered to have been qualified to appear in the interview.

Procedure for the Interviews/walk-in-interviews:

The eligible candidates will be allowed to appear in the interview, for which 15 marks are allocated for the subject knowledge of the candidate and 15 marks for inter-personal skills.

3. For all these posts, in case of two or more candidates with the same marks in the test/interview or selection/empanelment list, the candidate who is elder (age wise) will be given higher rank/more weightage.
4. The interested & eligible candidates are required to download the Application Form from the Centre's website and submit it in person and also appear in the test/interview as per the following schedules :-

S N	Designation	Venue of MCQ Test / Interview	Date of MCQ Test/ interview	App-Form/ fee submission time	Checking of eligibility & original testimonials	MCQ Test Timing	Interview Timing
1	Technical Support Engineer	NIELIT Ropar Campus	03-07-2023	9:30 am to 12.45 pm	9:45 am to 1:00 pm	NA	11:00 am onwards
2	Senior Dot Net Developer			9:30 am to 12.45 pm	9:45 am to 1:00 pm	2:00 pm to 3:00 pm	Will be intimated on the website later on, with the result of MCQ Test
3	Maintenance Engineer (Civil)			9:30 am to 12.45 pm	9:45 am to 1:00 pm	NA	11:00 am onwards
4	Senior Office Assistant	NIELIT Chd at IETE Building, Sec-30-B, Chd	04-07-2023	9:30 am to 12.45 pm	9:45 am to 1:00 pm	NA	11:00 am onwards
5	Database Administrator			9:30 am to 12.45 pm	9:45 am to 1:00 pm	2:00 pm to 3:00 pm	Will be intimated on the website later on, with the result of MCQ Test

5. The candidates must bring all their original testimonials/certificates for checking of their eligibility at the time of submitting their Application Form.
6. Incase of any change for whatsoever reason(s), in the MCQ test venue/interview/date or time, the revised venue/schedule, shall be displayed on the website of this Centre only and no individual intimation will be sent.
7. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form, **non-refundable** Fee etc.
8. The application form(s) of the candidates received in NIELIT Chandigarh by post/courier will neither be considered nor sent back.
9. Following Application fee is payable, separately for each post, 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/-

Candidates can also pay the application fee by swiping the Debit / Credit Card on the POS Machine available in the office.

10. The applicants are advised to ensure that their Name, Date of Birth and Gender (if printed) on the essential qualification certificates and Aadhaar Card are identical. They must get it corrected before applying for these post(s).
11. The requisite experience, if required, for these post(s) will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
12. Canvassing in any form may lead to cancellation of candidature.
13. 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 a test / interview does not mean that the candidate is eligible for selection/panelment.
14. These post(s) are purely contractual and co-terminus with the Project.
15. Candidates are required to attach **legible self attested** copies of the following documents/certificates with their Application form :-
 - a) Prescribed Application Fee in the shape of a Bank Draft/Pay Order payable at Rupnagar(Ropar), Punjab or POS machine receipt.
 - 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), if required, 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 account 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/incomplete application will lead to cancellation/rejection of the Application Form/Candidature.

16. 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 with the supporting document showing the equivalence of grade to percentage criteria.
17. 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 these post(s) i.e. **03-07-2023 for Technical Support Engineer/ Senior Dot Net Developer/ Maintenance Engineer(Civil) and 04-07-2023 for Database Administrator/ Senior Office Assistant** which will remain unchanged even in case of extension of the closing date for submission of the application.
18. 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.

19. The number and location of post(s) may change/vary as per the requirements of the Project/Section/Client department. The period of contractual employment may be extended depending upon the requirements but the employment shall continue to remain on contractual basis without any scope of regularization.
20. 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 deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.
21. No TA/DA will be paid appearing in the test / interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
22. 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.
23. The candidate **must** mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT Chandigarh may be sent. This Centre will not be responsible for invalid email-id or mobile numbers mentioned by the candidate in his/her Application Form.
24. 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 these post(s).
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. Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration for all the different post(s).
27. The queries w.r.t. this recruitment 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).
28. In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an engagement letter, NIELIT Chandigarh reserves the right to modify / withdraw / cancel any communication sent to the applicant / candidate / deployed manpower.
29. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
30. The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
31. All the notices and updates regarding these post(s) will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh/recruitments. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.
