

**Walk-in-Interview**

(Advt. No.: NIELIT/HDW/2019/ADM/05 (Vol. iv)/166)

**Walk-in-Interview Date: 20/08/2023 (Sunday)**

**Reporting Time: 10:00 A.M.-01:00 P.M.**

Proposed Qualification, Experience and Consolidated Salary for hiring of personnel on contract basis, are as under:

Sr. No.	Name of the Post(s) and Number of Post(s)	Details of Educational Qualification and Experience	Monthly Salary Range (in Rs.)	Max. Age	Place of Posting
1	Faculty (CS/IT) (01 No.)	Graduation with O Level/DCA with 2 year Experience <b>OR</b> BCA/B.Sc. (CS/IT) with 2 year Experience <b>OR</b> Graduation with PGDCA/A Level with 2 year Experience <b>OR</b> M.Sc. (CS/IT) with 1 year Experience <b>OR</b> BCA/B.Sc. (CS/IT) with A Level/PGDCA with 1 year Experience <b>OR</b> MCA/B-Level/B.E./B.Tech(CS/IT) with 1 year Experience	29,200-36,900	45 years	Haridwar
2	Assistant Faculty (CS/IT) (01 No.)	Graduation with O Level/DCA with 1 year Experience <b>OR</b> BCA/B.Sc. (CS/IT) with 1 year Experience <b>OR</b> Graduation with PGDCA/A Level with 1 year Experience <b>OR</b> M.Sc. (CS/IT) <b>OR</b> BCA/B.Sc. (CS/IT) with A Level/PGDCA <b>OR</b> MCA/B-Level/B.E./B.Tech (CS/IT)	21,700-27,400	45 years	Haridwar
3	Office Assistant (01 No.)	Graduation with CCC or Equivalent with 1 year Experience <b>OR</b> BCA/B.Sc. (CS/IT) <b>OR</b> Graduation with O Level/DCA	18,000-22,700	45 years	Haridwar
4	IT Expert (03 No.)	B.E. / B.Tech. (IT or CS) / MCA / M.Sc. (CS or IT) with more than 5 years' experience. <b>OR</b> B.C.A. / B.Sc. (IT/CS) / Three Years Diploma in CS & Engineering with 07+ Years' experience  <b>Desirable Qualifications/ Skills:</b> <ul style="list-style-type: none"> <li>• Excellent communication &amp; presenting skills along with PPT designing.</li> <li>• Proficiency in English and Hindi languages.</li> <li>• Experience in Office Automation Solution &amp; Tool, VirtualConference.</li> <li>• Experience and/or knowledge of various networking systems, concepts including email, firewall, client-servers, network security, network protocols, etc.</li> <li>• Must demonstrate creativity and good design skills</li> </ul>	50,000	45 years	Tehri Garhwal/ Nainital/ Dehradun

	<p>for different IT Technologies.</p> <ul style="list-style-type: none"> <li>Any Certification such as Windows Server/Linux Server/Oracle DB Administrator/SQL DB Administrator/ITIL shall be added as advantage.</li> </ul> <p><b>Desirable Experience/ Expertise:</b></p> <ul style="list-style-type: none"> <li>Experience in similar position/role in large or medium e- Governance projects in Government Department and entities shall be an added advantage.</li> <li>Working technical knowledge of network, PC and platform operating systems, including Microsoft ILS, Tomcat Server, Oracle DB and CMS like WordPress, Joomla etc.</li> <li>Manage communications and connectivity solutions, including workstation connectivity, local area networks, company Website, internet and Internet applications.</li> <li>Extensive application support experience with Windows OS and Microsoft Office.</li> <li>Working technical knowledge of current systems software, protocols and standards including firewalls, Active Directory</li> <li>Hands-on software and hardware &amp; network troubleshooting experience.</li> <li>Experience with Application Development, data management &amp; reporting in VM's Environment</li> <li>Experience documenting and maintaining configuration and process information.</li> <li>Knowledge of applicable data privacy practices and cyberlaws.</li> <li>Documentation of all IT records in Digital form &amp; OfficerRecord.</li> </ul>			
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**NOTE:**

- i. The Age Limit in above table indicates maximum age as on **31-07-2023**.

## **INSTRUCTIONS FOR CANDIDATES**

### **Terms & Conditions:**

1. Application fee of Rs. 300/- per application for General/OBC candidates and Rs. 150/- per application for SC/ST/PWD candidates shall be submitted through online mode in the following account:

Account Name: **NIELIT Haridwar**  
Account Number: **12922122001331**  
IFSC Code: **PUNB0129210**  
Bank Name: **Punjab National Bank**  
Branch Address: **Pentagon Mall, Sector-12, SIDCUL, Haridwar.**

Kindly note the Reference/UTR number for application submission process. Fee through any other mode like DD, Payorder, Cheque, Challan, etc. will not be accepted. The last date of submission of application is **20-08-2023 (Sunday)**.

2. Application fee once paid is non-refundable and non-transferable in any case. Applicants, in their own interest, should check their eligibility for the said post before coming for Walk-in-Interview and remitting application fee.
3. Applicants are required to submit the filled Application Form along with the documents on the day of interview between 10:00 AM to 01:00 PM. Only after successful submission of the Application Form, the candidate may appear for interview.
4. Candidates are required to bring self-attested copies of the following documents/certificates while filling the Application Form, as under:-
  - a Matriculation/10th Class certificate showing Date of Birth.
  - b Marksheets and Certificates of essential qualification which makes him/her eligible for applying for the post applied.
  - c Degree/Certificate of higher educational qualifications, if any.
  - d Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment which makes him/her eligible for applying for the post, wherever applicable. In case, candidate does not have experience letter/certificate at the time of applying, he/she may submit a declaration of possession of relevant requisite experience in Annexure-A.
  - e Caste certificate (SC/ST), if applicable.
  - f Copy of Aadhaar Card or any other ID card issued by Government.
  - g Resume/CV.

In case, a candidate is not in possession of a Degree Certificate, he/she must attach self-attested copies of DMCs (Detailed mark sheets and certificates) 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. Candidates with last semester having result awaited or incomplete degree are not eligible to apply.

5. The qualification of the candidates must be from recognized University/Institution.
6. Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the submission of the Application Form.
7. The cut-off date for calculating age, qualifications, experience etc. will be the last date of submission of the form. In case, last date is extended, the date of determining eligibility will not change.
8. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of application.
9. Selection of candidates for hiring on above position will be based on the performance of the candidates in the walk-in-interview and as found eligible as per prescribed criteria.
10. Candidates must produce at least one original Photo ID proof and all original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working)/ one passport size photo and their SELF ATTESTED photocopies for verification purpose before posting.

11. The selected candidates for the posts at Sr. Nos.(from 1 to 3) may be offered appointment on contract basis for a period of one year initially, which may be extended depending upon the performance of the candidate and requirement of NIELIT/user department.
12. The selected candidates for the post at Sr. No. 4 may be offered appointment on contract basis for a period of six months initially, which may be extended depending upon the performance of the candidate and requirement of user department.
13. The selected candidates for the post at Sr. No. 4 may be called for formal interaction by the user department or project-in-charge for which no TA/DA shall be paid to the candidate. The engagement/deployment of the candidate shall depend upon his/her suitability during formal interaction, if conducted any.
14. Candidates must be willing to travel to any place outside their place of posting as part of their job. They may be required to work on shift/ rotational basis as per department requirement.
15. Applications are subject to further scrutiny at any point of time during the process of selection or period of contract. At any time, 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 contract of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate.
16. Selected candidate will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
17. A few deserving shortlisted candidates may also be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to employment. Candidates may be called as per requirement of NIELIT. The posts may increase or decrease depending on the requirement.
18. NIELIT Haridwar reserves the right to modify, postpone or cancel this hiring process at any time without any notice and without assigning any reason thereof
19. NIELIT reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.
20. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
21. The applicants are advised to visit the website of NIELIT Haridwar centre <https://nielit.gov.in/haridwar/index.php> regularly for schedule of interview, result of selection/shortlisting or any other update. No separate communication shall be made in any other form.
22. Withdrawal of candidature on account of 'non furnishing of any information' or 'furnishing of wrong information' will not confer any right to carry forward or retain the candidature for future recruitment
23. The manpower selected shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.
24. In case of any dispute, decision of the competent authority of NIELIT Haridwar shall be final.

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**Undertaking**

**(To be filled by candidate, if applicable)**

I possess the sufficient relevant experience that makes me eligible to apply for the post of \_\_\_\_\_, however, I am not in possession of Experience Certificate/Letter from my employer at the time of applying. I undertake to produce the original Experience Certificate/Letter at the time of verification purpose before engagement/deployment, if I got opportunity to join on the respective position, failing which my empanelment/selection shall be cancelled.

Date:-

Place:-

Signature of the Candidate