

Walk-in-Interview

(Advt. No. **NIELIT/HDW/2019/ADM/05 (Vol.v)/236**)

Reporting Time: 09:30 A.M.-12:00 P.M.

Sr. No.	Post(s)	Venue for Interview	Date of Interview
1	IT Executive (Consultant)	NIELIT Dehradun Study Centre, 2 nd Floor, Engineer's Bhawan, Near ISBT Dehradun, Uttarakhand-248002	02-11-2025 (Sunday)
2	Personal Secretary (PS)		
3	Associate Faculty (Electronics)		
4	Multi-purpose Worker/Attendant		

Details of Qualification, Experience and Emoluments for empanelment of manpower on contract basis

Sr. No.	Name of Post	Qualification and Experience	Age Limit (in Years)	Consolidated Monthly Salary/Salary Range (in Rs.)	Place of Posting
1.	IT Executive (Consultant)	Bachelor's degree in Information Technology/Computer Science/Computer Applications with minimum 2 years of relevant experience. Desirable Qualifications/ Skills: i) Working experience in any government department/autonomous body /corporation/public sector undertaking/ Private Sector or any Government sponsored projects. ii) Excellent Communication and Presentation skills	45	34669/-	Dehradun
2.	Personal Secretary (PS)	Graduate with Computer Skill, Shorthand- 80 to 100 wpm in English, 80 wpm in Hindi. Typing speed minimum 5000 kdp in English and 4000 kdp in Hindi with 2 years of experience. English proficiency will be given preference.	45	31818/-	Dehradun
3	Associate Faculty (Electronics)	B.E./B.Tech in Electronics or its allied branches with minimum 1 year Experience OR M.Sc. in Electronics or its allied branches with minimum 1 year experience OR B.Sc. in Electronics or its allied branches with minimum 2 years Experience OR Government Polytechnic Diploma (Electronics) with minimum 2 years Experience	45	25,500- 32,200	Dehradun

4	Multi-purpose Worker/Attendant	Intermediate. Preference for experience with Govt. dept/project in capacity of Office Attendant	40	12,539/-	Dehradun
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NOTE:

- i. The Age Limit in above table indicates maximum age as on 31-10-2025.
- ii. **The locations mentioned in the above advertisement are indicative only. NIELIT may select and depute candidates for other locations of Uttarakhand as per its requirement.**

INSTRUCTIONS FOR CANDIDATES

1. Application fee of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PWD candidates shall be submitted by Debit Card/Net- Banking/Online or through DD in favour of “NIELIT Haridwar” payable at “Haridwar”. The candidates shall submit the application fees, in case of online mode, in the following account:
Account Name: **NIELIT Haridwar**
Account Number: **44306909591**
IFSC Code: **SBIN0012852**
Bank Name: **State Bank of India, Shivalik Nagar, BHEL Haridwar.**
Kindly note the Reference/UTR number. Application Fee once paid is non-refundable and non-transferable in any case.
2. Applicants are required to submit the filled Application Form along with the documents for the posts at Sr. Nos. 1 to 4 in above table on the day of interview i.e. **02-11-2025 (Sunday)** between **09:30 AM to 12:00 PM** at **NIELIT Dehradun Study Centre, Dehradun**. Only after successful submission of the Application Form, the candidate may appear for interview.
3. Successful submission of application will be considered only after receipt of prescribed fees. NIELIT Haridwar/NIELIT Dehradun Study Centre, Dehradun shall not be responsible for any broken transaction during online payment process.
4. Incomplete applications will be summarily rejected and no request of fee refund will be entertained in this regard. Applicants, in their own interest, should check their eligibility for the said post before coming for Walk-in- Interview and remitting application fee. Mere fulfilling the essential qualification/experience does not guarantee selection or call for interview.
5. Candidates are required to bring self-attested copies of the following documents/certificates with the Application form to be submitted:-
 - a) Caste certificate (SC/ST), if applicable.
 - b) Matriculation/10th Class certificate showing Date of Birth.
 - c) Marksheets and Certificate(s) of essential qualification which makes him/her eligible for applying for the post applied.
 - d) Degree certificate of higher educational qualifications, if any.
 - e) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - f) Copy of Aadhaar Card or any other ID card issued by Government.
 - g) Resume/Curriculum-Vitae.

In case a candidate is not in possession of a Degree/Certificate, he/she must bring self-attested copies of DMCs (Detailed Marksheets and Certificate(s)) of all the semesters/years relating to that degree. Non-submission of above documents may lead to cancellation/rejection of the Application Form/Candidature. Candidates with last semester result awaited or incomplete

degrees/diplomas are not eligible to apply.

6. The candidate shall submit a declaration in the format attached at **Annexure-A**.
7. 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
8. Selection for empanelment of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the walk-in-interview/typing/shorthand test(as applicable) and as found eligible as per prescribed criteria
9. Only those candidates who are shortlisted after the Walk-in-Interview for empanelment may be selected for deployment on any project/department or at NIELIT Haridwar/Dehradun Study Centre, purely on contract basis initially for a period of six months/one year (as per the requirement) for above posts (which may be further extended based on requirements/performance of the candidate) or upto their contract period with the client department or as decided by NIELIT Haridwar. NIELIT Haridwar does not guarantee to deploy all shortlisted candidates from the panel.
10. Empanelment means that the shortlisted candidates will be in the panel of NIELIT Haridwar for one year. They may be deployed on projects in the Govt. departments/NIELIT Haridwar as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate on any project or in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.
11. Applications are subject to further scrutiny at any point of time during the 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 by NIELIT Haridwar.
12. Candidates will not be entitled to claim any TA/DA for appearing in Walk-in Interview.
13. 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.
14. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
15. 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.
16. NIELIT Haridwar reserves the right to amend/withhold/cancel any condition/complete advertisement/ entire process of the empanelment at any stage accept or reject, any or all the applications, without giving any reason(s), whatsoever.
17. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
18. NIELIT Haridwar reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.
19. Wherever there is an ambiguity or doubt with regard to the scope or interpretation of any of the clauses herein, the decision of the Competent Authority shall be final
20. The applicants are advised to visit the website of NIELIT Haridwar Centre "<https://nielit.gov.in/haridwar/index.php>" regularly for result of candidates shortlisted for empanelment or any other update. No separate communication shall be made in any other form.
21. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website <https://nielit.gov.in/haridwar/index.php>.
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 selected manpower shall not create any claim or right to be treated as permanent employee of the organization or to be absorbed in the regular service of the organization at any future point of time.
24. In case of any dispute, the decision of the competent authority of NIELIT Haridwar will be final.

Sd/-

Assistant Director (Admin)