

Walk-in-Interview for the following position on Contract Basis

Walk-in-Interview Date: 17-04-2022(Sunday)

Reporting Time: 09.00 A.M.-12:00 P.M.

(Advt. No. NIELIT/HDW/2019/ADM/05 (Vol.iii)/130)

Details of Qualification, Experience and Emoluments for engagement of manpower

S. No.	Name of Post(s) and Number Of Post(s)	Essential Qualification and Experience	Consolidated Monthly Salary/ Salary Range (Rs.)	Age Limit as on date of advertisement	Place of Posting
1.	Associate Faculty (CS/IT) (01 No.)	ME / MTech(CS/IT) / C-Level OR BE / BTech(CS/IT) / MCA / B-Level with minimum 01 year of relevant experience. OR MSc(CS/IT) with minimum 02 years of relevant experience OR Graduate with A-Level/PGDCA with minimum 02 years of relevant experience OR Graduate with O-Level/DCA with minimum 03 years of relevant experience OR BCA / BSc(CS/IT) with minimum 03 years of relevant experience	26,000-30,000	Up to 40 Years	Haridwar
2.	Associate Faculty (Electronics) (01 No.)	ME / MTech (Electronics) OR BE / BTech (Electronics) and its allied branches with minimum 01 year of relevant experience. OR MSc(Electronics) with minimum 02 years of relevant experience OR BSc(Electronics) with minimum 03 years of relevant experience	26,000-30,000	Up to 40 Years	Haridwar
3.	Jr. Assistant (Accounts)	M.Com with Tally Certificate and working knowledge of TDS, GST, Income Tax and MS-Office OR	18,000-22,000	Up to 35 Years	Haridwar

		B.Com with Tally Certificate and working knowledge of TDS, GST, Income Tax and MS-Office with minimum 01 years of experience			
4.	Jr. Office Assistant (01 No.)	Graduate in any discipline with CCC Certification or equivalent certificate in computers from recognized institution Knowledge of Hindi and English Typing is must in each case.	16,000- 18,000	Up to 35 Years	Haridwar

NOTE:

1. O-Level, A Level, CCC in above table indicates O Level, A-Level, CCC from NIELIT (DOEACC) only.
2. The Age Limit in above table indicates maximum age as on **31-03-2022**.

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 or through DD in favour of “NIELIT Haridwar” payable at “Haridwar
2. 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) Marksheet and Certificate 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

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) 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.

3. Applicants applying for more than one post should submit separate applications and remit the application fee for each post separately.
4. Applicants are required to submit the filled Application Form along with the documents on the day of interview between **09:00 AM to 12:00 PM** at NIELIT Haridwar Centre. Only after successful submission of the Application Form, the candidate may appear for interview.
5. Selection of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the walk-in-interview and as found eligible as per prescribed criteria
6. The selected candidates will 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.
7. Candidates will not be entitled to claim any TA/DA for appearing in Walk-in Interview.
8. Application fee once paid is non-refundable and non-transferable in any case. Applicants, in their own interest, should check their eligibility for specific post before coming for Walk-in-Interview and remitting application fee.
9. 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.
10. The qualification of the candidates must be from recognized University/Institution.
11. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
12. 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.
13. NIELIT Haridwar reserves the right to modify, postpone or cancel this engagement process at any time without any notice and without assigning any reason thereof.

14. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
15. NIELIT Haridwar has the right to accept or reject the application without assigning any reason thereof.
16. NIELIT reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.
17. The applicants are advised to visit the website of NIELIT Haridwar Centre <http://nielit.gov.in/haridwar> regularly for result of candidates shortlisted for selection or any other update. No separate communication shall be made in any other form.
18. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website <http://nielit.gov.in/haridwar>.
19. 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.
20. The manpower selected shall not claim for the regularization against this Advertisement/ Selection/Contractual engagement.
21. In case of any dispute, decision of the competent authority of NIELIT Haridwar will be final.

Sd/-

Administrative Officer