

National Institute of Electronics and Information Technology, Delhi Centre
2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station, Inderlok, Delhi-110052

Empanelment of IT Resource Persons to be deployed in various Govt. Departments on contract basis (Adv. no. 07/270/2021/NDL/FM)

Terms & Conditions:

1. Applicants are required to apply online for the position of **Data Entry Operator from 28.02-2022 upto 03.03.2022** through the website <http://nielit.gov.in/delhi> (under Recruitment section). **No other mode of application will be accepted in any case.**
2. The interested applicants are advised to go through the eligibility criteria carefully and ascertain themselves regarding their eligibility. The same is available at <http://nielit.gov.in/delhi>.
3. The application fees of ₹ 600/- shall be charged from General/OBC category and ₹300/- from SC/ST/PWD/Women category through online mode only. Application Fee once paid is non-refundable and non-transferable in any case. Fee through any other mode like DD, Pay order, Cheque, Challan, etc. will not be accepted.
4. Successful submission of application will be considered only after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process. Those candidates, whose application is successfully submitted, will be called for the Typing Test. Only those candidates, who are shortlisted after the Typing Test will be called for Document Verification on separate date. The candidates who clears both Typing Test and the Document Verification, will be empanelled as Data Entry Operator. **The candidates may have to appear in Typing Test more than one time as per requirement on one or different days.**
5. Date of Typing Test and Document verification will be informed after last date of submission of form. Document verification will be done of only those candidates who qualify Typing Test. The result will be published at <http://nielit.gov.in/delhi>. Candidates are advised to check the website regularly. **Typing Tests and Document Verification will be conducted at NIELIT Centre, Delhi only. If there is any change in location, same will be informed.**
6. The shortlisted candidates will be empanelled for deployment on projects in specific Govt. Depts./NIELIT Delhi centre **in Delhi/NCR** purely on contract basis based on requirement/performance of the candidate from departments, initially for the period of six months (which may be further extended based on requirements/performance of the candidate) or upto NIELIT's contract period with the client whichever is earlier. ***NIELIT does not guarantee to deploy all shortlisted candidates from panel.***
7. Final selection of candidates for hiring will be based on the performance of the candidates in the Typing Test and as found eligible as per prescribed criteria. **NIELIT reserves right to conduct written test or skill test for screening the candidate at any time during the process of empanelment, if felt necessary.**
8. **Empanelment means the shortlisted candidates will be in the panel of NIELIT for three years. They may be deployed in the Govt. departments/ NIELIT as per**

department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.

9. No TA/DA will be provided to candidates for appearing for the Typing Test and Document Verification etc.
10. The place of deployment will be **Delhi/NCR**. Candidates must be willing to travel to any place outside Delhi as part of their job. **They may have to work on shift/rotational basis as per department requirement.**
11. The qualification of the candidates must be from recognized University/Institution.
12. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
13. Candidates must bring 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 on the day of the Document Verification for verification purpose. **The cutoff date for calculating age, qualifications, experience etc. will be the last date of submission of the form i.e. 03-03-2022.** In case, last date is extended, the date of determining eligibility will not change.
14. 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 document verification.
15. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
16. NIELIT Delhi has the right to accept or reject the application without assigning any reason thereof.
17. **The applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> regularly for schedule of Document verification/Typing Test or any update. No separate communication shall be made in any other form.**
