



## राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)

**National Institute of Electronics & Information Technology**  
(An Autonomous Scientific Society of Ministry of Electronics & Information Technology, Government of India)

अजमेर केन्द्र / **Ajmer Centre**

NIELIT Campus, Kohda Village, Kota Road, Kekri, Dist. Ajmer -305408. (Rajasthan)

### **Empanelment of Staff on Contract Basis**

NIELIT, Ajmer centre intends to empanel the staff for the following posts on contract basis, initially for six months on consolidated emoluments, which may be extended further on performance basis as per rules. Applications in the prescribed format are invited for the empanelment of the following posts:

<b><u>Sr. No.</u></b>	<b><u>Designation</u></b>	<b><u>Education Qualification and Work Experience</u></b>	<b><u>Consolidated Remuneration per month (Rs.)</u></b>
1.	<b>Senior Administrative Officer</b>	<b>Essential Qualifications:</b> a) Graduate from a recognized University/Institution with 7 years experience OR b) Post Graduate Degree from a recognized University/Institution with 5 years experience OR c) MBA (Personnel/HR Management) from a recognized University / Institution with 2 year experience <b>Required Experience:</b> Post qualification experience in responsible position in the area of Personnel, Establishment, and Administration and RTI handling out of which a minimum of two years should be in a supervisory position equivalent to Section Officer / Admin. Officer preferably in Central / State Govt. organization with working knowledge of computers. <b>Maximum Age:-65 Yrs</b>	<b>35,000/-</b>
2.	<b>Senior Faculty (ECE)</b>	<b>Educational Qualification:</b> Regular first class M.E./M.Tech from recognized university/institute in Electronics & Communication. <b>Desirable:</b> Working on electronics projects. <b>OR</b> Regular first class B.E./B.Tech from recognized university/institute in Electronics & Communication. <b>Desirable:</b> Working on electronics project <b>Work Experience:</b> Three-year experience in teaching of Electronics & Communication in reputed organization. <b>Maximum Age:-35 Yrs</b>	<b>22,000/-</b>
3.	<b>Accountant</b>	<b>Educational Qualification:</b> a) CA (Inter)/ICWA (Inter) with working knowledge in Accounting Software such as Tally etc. <b>OR</b> b) Post graduate degree in Commerce from recognized university/ institution with minimum 50% marks with working knowledge in Accounting Software such as Tally etc.	<b>25,000/-</b>

		<p><b>Desirable:</b> Experience in the area of finance and accounts preferably maintaining books of accounts on computers in reputed organization and shall also have working knowledge of computer preferably with NIELIT “CCC”/RS-CIT Certificate or higher qualification, knowledge of Income tax &amp; other taxation rules etc.</p> <p><b>Maximum Age:-35 Yrs</b></p>	
4.	<b>Junior Faculty(CS/IT)</b>	<p><b>Educational Qualification:</b> Regular first class B.E./B.Tech from recognized university/institute in Computer Science/ Information Technology / Regular MCA / DOEACC ‘B’ level</p> <p><b>Desirable:</b> Knowledge in JAVA/PHP/ MySQL/Python.</p> <p><b>Work Experience:</b> One-year experience in teaching Computer Science/ Information Technology in reputed organization.</p> <p><b>Maximum Age:-35 Yrs</b></p>	<b>18,000/-</b>
5.	<b>Junior Assistant</b>	<p><b>Educational Qualification:</b> Graduate from a recognized University/Institution</p> <p><b>Experience:</b> 1 Year experience in administration.</p> <p><b>Desirable:</b> Knowledge of Computer/Computer Language, MS-Office with typing in Hindi and English</p> <p><b>Skill Needed:</b> Able to Assist Senior Staff with multiple activities, able to strengthen training activities of the Centre.</p> <p><b>Maximum Age:-35 Yrs</b></p>	<b>16,000/-</b>
6.	<b>Assistant (Accounts)</b>	<p><b>Educational Qualification:</b> Graduate in Commerce from a recognized University/Institution. Should also have Knowledge of Tally.</p> <p><b>Experience:</b> 1 Year experience in relevant field.</p> <p><b>Desirable:</b> Knowledge of Computer, MS-Office.</p> <p><b>skill Needed:</b> Able to Assist Account Staff of the centre.</p> <p><b>Maximum Age:-35 Yrs</b></p>	<b>16,000/-</b>

### **INSTRUCTIONS FOR CANDIDATES**

- 1) Interested candidates may download the application form and get other details from <http://nielit.gov.in/ajmer/recruitments> and should bring duly filled application form along with one latest passport size photograph, Self-attested photo copy of Educational Qualifications, caste/category (if applicable) and work experience certificates etc. on 1<sup>st</sup> August, 2019 (Thursday ) by 09.00 A.M. Candidates MUST bring original certificates / documents for verification.
- 2) Application fee (non-refundable) of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PwD/Women candidates in the form of Demand Draft only, drawn in favor of “NIELIT, AJMER”, payable at Kekri should be accompanied along with the application. Application fee once paid will

not be refunded in any case. No application will be considered without applicable application fee. Separate application form is to be applied for separate posts along with required fees

- 3) No TA/DA will be given for appearing for the above-mentioned Interview.
- 4) The advertised post on contract basis is initially for SIX MONTHS on consolidated remuneration and may be extended further on performance basis as per rules.
- 5) It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, experience and age etc. before applying. No relevant column should be left blank.
- 6) The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and experience etc. and mere applying for the post does not mean that the candidate is eligible for selection/empanelment.
- 7) 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 Ajmer.
- 8) Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted: -
  - a) Caste certificate (SC/ST), if applicable.
  - b) Disability certificate (PwD), if applicable.
  - c) Matriculation/10<sup>th</sup> 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 experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
  - g) Attested copy of PAN Card, if available.
  - h) Attested copy of Aadhaar Card.
  - i) Original Bank Draft/Pay Order.

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 certificate) 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. Name entered in the application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

- 9) 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.
- 10) The Candidates MUST bring original certificates / documents for verification of the eligibility before appearing for the interview.

- 11) The candidate must indicate his/her email-id and mobile No. on which any communication from NIELIT Ajmer may be sent.
- 12) The candidate should affix his/her recent colored passport size photograph on the Application Form before submitting it in NIELIT Ajmer.
- 13) Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application as per their institute/university conversion formula.
- 14) The empanelment of the candidates will be held through Walk in-Interview. The list of empanelled candidates in order of merit will be displayed on the website and on the notice board of NIELIT Ajmer.
- 15) The final empanelled candidate will be called for joining as per requirement of NIELIT Ajmer.
- 16) NIELIT Ajmer reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
- 17) All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Ajmer – <http://nielit.gov.in/ajmer/recruitments> Candidates are therefore, advised to visit this website regularly regarding the empanelment process and before appearing for the interview.
- 18) The manpower empanelled shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.

Sd/-  
**Director In-Charge**