



National Institute of Electronics and Information Technology, J&K
(Formerly DOEACC Centre Srinagar/Jammu)
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Advt-No: NIELIT(J)/R/02/2025

Dated: 24/07/2025

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the following posts on contract basis, at UT of J&K published in Daily Excelsior Jammu & Greater Kashmir Srinagar newspapers dated 27-July-2025 and also displayed on the website of this centre:-

| S. No. | Post | Monthly Consolidated Remuneration(Rs.) | No. of Positions | Place of Posting |
|--------|--|--|------------------|------------------|
| 1 | Programme Manager (SCPS) | 46,340/- | 01 | Jammu / Srinagar |
| 2 | Programme Officer (SARA) | 34,755/- | 01 | Jammu / Srinagar |
| 3 | Accounts Officer (SCPS) | 23,170/- | 01 | Jammu / Srinagar |
| 4 | Assistant cum-Data Entry Operator (SCPS) | 13,240/- | 01 | Jammu / Srinagar |
| 5 | Programme Assistant (SARA) | 13,240/- | 01 | Jammu / Srinagar |

IMPORTANT NOTE : Candidates who previously applied for the ACCOUNTS OFFICER position under our Advt no. NIELIT(J)/FMG/11/2024 dated 11-11-2024 and had deposited the application fee of ₹1000/- for which the interview was not conducted, do not need to pay the fees again. Such candidates must ensure they attach proof of their previous payment along with their fresh application form and all other relevant documents.

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| 1. | Candidates are advised to visit our website- https://nielit.gov.in/srinagar/recruitments for downloading the prescribed Application Form and other relevant details etc. regarding the post(s) advertised. |
| 2. | Interested and eligible candidates are invited to submit their Application Form complete in all respects along with payment proof through email (recruitmentnielit@gmail.com) or in person at respective centres on or before 3rd Aug 2025, 3:00 PM. e-mail acknowledgement shall be sent to the candidate regarding receipt of application within one working day. In case the candidate does not get the acknowledgement, he/she should contact the centre immediately. |
| 3. | List of candidates found eligible for interview shall be published on our website. |

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| 4. | The Interview Schedule shall be published on our website and the eligible candidates shall appear for personal interview at NIELIT Srinagar or NIELIT Jammu centre; as mentioned in the list. |
| 5. | In case of any change in interview dates or timings, for what so ever reason(s), the same shall be published on our website. |
| 6. | It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regard to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form (mentioned below) along with non-refundable Fee etc. Forms without payment of application fee & proof of payment shall be summarily rejected. |
| 7. | Application Fee: i) For Posts at Sr No 1,2 and 3 - Rs 1000/- (including GST/ per post) ii) For Posts at Sr No 4 and 5 - Rs 750 (including GST/ per post) |
| 8. | Prescribed Application fee is payable, separately for each post, to be paid online into following Account: - The Director NIELIT, New University Campus, Jammu University, The J&K Bank Ltd, A/C No: 0345040100008636 IFSC Code: JAKA0CANAAL The applications received without detail of Application Fee remittance details shall not be considered. |
| 9 | The applicants are advised to ensure that their Name, Father's Name and Date of Birth on the essential qualification certificates and Aadhaar Card should be identical. In case of mismatch, application shall be rejected |
| 10. | The application form(s) of the candidates sent though by post/courier shall not be considered. |
| 11. | Canvassing in any form may lead to cancellation of candidature. |
| 12. | The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in an interview does not entitle the candidate as eligible for selection/ empanelment. |
| 13. | The post(s) advertised are purely contractual and co-terminus with the Project. |

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| 14. | <p>Candidates are required to attach eligible self- attested copies of the following documents/certificates along with their Application form: -</p> <ol style="list-style-type: none"> Matriculation/10thClass certificate showing Date of Birth. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied. Degree certificate of higher educational qualification, if any. Requisite post qualification experience certificate(s), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post. A copy of Aadhaar Card. A copy of PAN Card (or acknowledgement of Applied for PAN Card). Proof of Application Fee payment. Domicile of UT of J&K <p>The candidates must affix his/her self-attested recent passport size colored photograph on the Application Form.</p> <p>The Application Form will be rejected if self-attested copies of all the above documents are not attached.</p> <p>In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree and not only for the last year.</p> <p>Non-submission of the above documents/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.</p> |
| 15. | <p>Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.</p> <p>Wherever DMC contains only subject codes, supporting documents for Subject Name against given Subject Code must also be attached & provided else the application shall be rejected.</p> |
| 16. | <p>No pension and/or gratuity is payable on contractual service/employment by NIELIT, irrespective of duration of contract.</p> |
| 17. | <p>Initial appointment shall be for a period of One Year. The period of contractual employment may be extended / reduced depending upon the requirements of the Project and performance of the candidate. The employment shall continue to remain on contractual basis without any scope of regularization.</p> |
| 18. | <p>Applications are subject to further scrutiny at any point of time during the period of contract. If at any time, any document, statement or any other information submitted by the candidate is found to be forged/false/suppressed/wrong/incorrect as per the eligibility criteria, the services of the deployed candidate will be terminated with immediate effect. NIELIT J&K can also initiate legal proceeding as under rules for furnishing false information.</p> |
| 19. | <p>No TA/DA shall be paid for appearing in the test/interview. The candidates will have to make Their own arrangement for boarding/lodging at their own expense, if required.</p> |
| 20. | <p>The candidate must mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT J&K may be sent. This Centre will not be responsible for invalid/illegible email-id or mobile numbers mentioned by the candidate in his/her Application Form.</p> |
| 21. | <p>The candidates aspiring for the contractual post of Assistant-Cum-Data Entry Operator will have to appear in a computer based Typing Test in English, of 10 minutes duration. The candidates achieving a typing speed of 25 words per minute (wpm) with 80% accuracy will become eligible for appearing in selection interview for the said post</p> |

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| 22. | If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the Advertised post(s). |
| 23. | After interviews, the provisional selected list will be published on our website – https://nielit.gov.in/srinagar/recruitments . After verification of all the original documents, NIELIT J&K shall issue Offer of appointment/ Contract Agreement with the finally selected candidates. After completion of above process, candidates will be eligible to join their respective offices/ place of posting as per the requirement of NIELIT J&K. |
| 24. | In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, NIELIT J&K reserves the right to modify/withdraw/ Cancel any communication made to the applicant/candidate/deployed manpower. |
| 25. | The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Srinagar & NIELIT Jammu from 10.00am to 1.00pm and 2.00pm to 5.00 pm (Monday to Friday/working days only). |
| 26. | NIELIT J&K reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof. |
| 27. | Candidate can only submit one application form per post. If a candidate submits multiple forms for the same post, his/her application will be rejected. |
| 28. | The decision of the Director-In-charge, NIELIT J&K in all matters relating to the recruitment Process shall be final. |
| 29. | All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT J&K – https://nielit.gov.in/srinagar/recruitments Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment / selection process. |