

An Autonomous Scientific Society under the administrative control of
Office : 3rd Floor, North Side, OCAC Tower Acharya Vihar, Bhubaneswar, Odisha-751013

<https://www.nielit.gov.in/bhubaneswar/index.php>

Terms & Conditions

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility.
2. No. of post advertised may vary depending upon requirement.
3. The Assignment shall be on contract initially for 11 months & extendable based on performance & need. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, the contract of candidate will be terminated with one month notice.
4. For Eligible Screen candidates, Interview date shall be intimated through email or shall be updated on the NIELIT website under Recruitment (<https://www.nielit.gov.in/bhubaneswar/index.php>). Candidates are advised to check the website regularly for any information
5. The engagement shall be liable to terminate at any time by giving notice of 30 days from either side or payment of proportionate remuneration in lieu of.
6. Interview to the advertised positions shall be held in Offline/Online mode and applicants shall ensure availability of Desktop PC/Laptop with Camera & Speakers, network connectivity with proper bandwidth. NIELIT shall not be responsible for any disconnection during the interview or the candidate unable to join the interview; such candidates shall summarily be rejected.
7. Scanned Application Forms and the self-attested scanned copy of documents mentioned below are required to be uploaded on the Google Form Link <https://forms.gle/pE4CgpWsAr8NK9Ld6> mentioned in the advertisement on and **before 23.03.2026**. No other mode of application receiving will be accepted.
 - Marksheet of Class X
 - Marksheet of Class XII
 - Qualification Degree/Certificate & Final consolidated Marksheet clearly mentioning aggregate percentage or CGPA as per the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
 - Self-attested experience certificate (including the experience letter from the current place of working)
 - Last three-month Pay slip or Bank Statement of last three months showing

salary credited.

- Date of Birth Certificate
- Aadhaar Card
- CV/ Resume of candidate

8. Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.

If there are a large number of applications, NIELIT may continue conducting interviews on the next working day(s) or may conduct a written examination or set additional criteria, such as a minimum percentage in the essential qualification, to shortlist the applicants.

9. Candidates are advised to check the website regularly for any information.
10. The qualification of the candidates must be from a recognized Board/University/Institution.
11. Pursuing candidates and candidates awaiting result are not eligible to apply.
12. Work done during internship will not be counted toward experience.
13. Name of the Applicant in application form must be 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 interview.
14. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
15. NIELIT reserves the right not to fill the vacancy advertised, also NIELIT has the right to accept or reject the application without assigning any reason thereof.
16. NIELIT reserves the right to cancel the process of recruitment at any stage for the advertised post(s) without assigning any reason.
17. The candidate(s), who qualify the Interview, will be called for Document Verification. On or before the joining. Date and time for document verification will be communicated through SMS/email. Any change in submitted physical documents shall lead to cancellation of candidature.
18. Applicants are advised to visit the website of NIELIT <https://www.nielit.gov.in/bhubneswar/> for any updates.
19. The place of deployment will be Bhubaneswar/Baleswar. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.