

An Autonomous Scientific Society under the administrative control of
Ministry of Electronics & Information Technology (MoE&IT), Government of India
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

Terms & Conditions:

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Intern/Trainee will be hired initially for a period of 3 months which may be further extended based on performance and requirement for another 3 months. No. of interns required may vary.
2. Interview for the Intern/Trainee shall be held through Online/Offline mode. In case of Online mode of interview, 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. Interview date shall be intimated through email/SMS or shall be updated on the NIELIT website under Recruitment (<https://nielit.gov.in/recruitments>). Candidates are advised to check the website regularly for any information.
3. In case Interviews are held online, candidates will be required to appear using either Jitsi/Google Meet/Cisco Webex/ Microsoft Teams. Candidates are required to download the apps and shall be ready to attend the interview as per the time slot given. In case of offline interviews, the venue shall be Delhi.
4. No TA / DA shall be paid to candidates for attending the Test/ Personal interview conducted by NIELIT.
5. In case the candidate applying as Trainee/Intern for more than one areas, separate application form for each position has to be submitted. Cut-off date for calculating age shall be date of publish of Advertisement. Duly filled offline application with self-attested supporting documents may be sent to the following address and mentioning subject on the envelop as "Application for Internship in NIELIT":

The Registrar,
National Institute of Electronics and Information Technology (NIELIT),
NIELIT Bhawan,
Plot No. 3, PSP Pocket, Sector-8,
Dwarka, New Delhi-110077

6. Applicants are required to send hardcopy of duly filled application form along with the following scanned documents/testimonials through speed post to the address mentioned in point 5 above on or before 09.12.2022:
 - i) **Marksheet of Class Xth.**
 - ii) **Marksheet of Class XIIth.**
 - iii) **Marksheet/Degree of the Graduation**
 - iv) **Aadhaar Card**
 - v) **Resume of candidate.**

Only those applications will be accepted for further process for which the documents mentioned above will be received in NIELIT on or before 09.12.2022.

7. The qualification of the candidates must be from a recognized University/Institution.

- 8.** Applicants with Completed or Pursuing Degree/Diploma are eligible to apply.
- 9.** 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/her name subsequent to X, the evidence to that effect should be furnished at the time of interview.
- 10.** Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
- 11.** NIELIT has the right to accept or reject the application without assigning any reason thereof.
- 12.** The candidate(s), who will qualify the Interview, will be called for Certificate/Document Verification. Date and time for document verification will be informed through email in due course of time. Any change in uploaded documents and physical documents shall lead to cancellation of candidature.
- 13.** Applicants are advised to visit the website of NIELIT <https://nielit.gov.in> for any updates.
- 14.** The Intern shall follow the discipline rules and regulations, which are in general followed by employees of NIELIT.
- 15.** Interns are required to be present at NIELIT premises from 09.00 am to 05.30 pm, unless otherwise permitted by the Supervisor/Mentor in writing.
- 16.** Internship is said to be completed if minimum 80% attendance is maintained in a month, failing which Stipend and certificate of Internship shall not be given to the Intern.
- 17.** The intern has to make his/her own accommodation arrangement during the internship.
- 18.** Certificates will be issued by NIELIT to the interns on completion of Internship and submission of Report duly countersigned by the supervisor/mentor and accepted by Wing/Section Head.
- 19.** NIELIT may terminate the Internship/training of the Intern at any time without assigning any reasons.
- 20.** If the Intern decides to discontinue, he should submit 15 days' prior notice in writing, failing which he/she shall not be paid any stipend and Certificate from NIELIT.
- 21.** Upon termination, the Intern must furnish "No Dues Certificate" and hand over to NIELIT, any papers, equipments or other assets which might have been given to the Intern by NIELIT in course of his project work with NIELIT. This will include any badges or ID Cards which may have been issued to the Intern.
- 22.** If it comes to the notice of NIELIT that the person whose Internship/training has been terminated by NIELIT continues to act in a manner which gives an impression that he is still undergoing internship in NIELIT, NIELIT shall be free to take appropriate legal action against such person.
- 23.** The Competent Authority may initiate appropriate action against erring Intern and decision of the Competent Authority shall be final and binding on the Intern.
- 24.** In the event of unsatisfactory performance or indiscipline noticed at any time, the concerned

intern may be discontinued by NIELIT before completion of the term of internship, without any stipend and Certificate of Internship.

- 25.** NIELIT may disengage the Intern if NIELIT is of the view that the services of the Intern are no more required.
- 26.** The internship is neither an employment nor an assurance of an employment.
- 27.** The place of deployment will be Delhi/NCR. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.