

Detailed Advertisement
for Online Interview for various positions on Contract Basis

(Advertisement No. NIELIT/HDW/2019/ADM/05(Vol.ii)/90)

Proposed Qualification, Experience and Consolidated Salary for engagement of personnel on contract basis, are as under:

Sr. No.	Name of the Post	No. of Post	Proposed Qualification and Experience	Consolidated Monthly Salary (in Rs.)	Place of Posting
1	IT Support Assistant	02	BCA/Graduate(B.Sc.(CS/IT)) with one year of experience OR Graduate with two year of experience in IT.	Rs. 17,000/-	Mussoorie
2	Office Assistant	01	BCA / BSc(CS/IT) having minimum 01 year experience OR Graduate in any discipline with O-Level/PGDCA having minimum 01 year experience OR Graduate in any discipline with CCC Certification having minimum 2 years experience Knowledge of Hindi and English Typing is must in each case.	Rs. 16,000/-	Haridwar

NOTE: O Level in above table indicates O Level from NIELIT (DOEACC) only

INSTRUCTIONS FOR CANDIDATES

- Interested candidates may fill up the Online Application Form after reading these instructions carefully. Online Application Form is available at: <http://nielit.gov.in/haridwar/content/current-recruitment>.
- The last date of application is **17-04-2021, 05:00 PM**. Incomplete applications will be summarily rejected and no request of fee refund will be entertained in this regard.
- Candidates applying for more than one post shall submit separate application form for each post along with prescribed fee for each post separately.
- Application fee of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PWD candidates shall be submitted though online mode in the following account:

Account Name: **NIELIT Haridwar**

Account Number: **12922122001331**

IFSC Code: **PUNB0129210**

Bank Name: **Punjab National Bank**

Branch Address: **Pentagon Mall, Sector-12, SIDCUL, Haridwar.**

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.

5. Successful submission of application will be considered only after receipt of prescribed fees. NIELIT Haridwar shall not be responsible for any broken transaction during online payment process.
6. Candidates are required to upload self-attested copies of the following documents/certificates with the Application form to be submitted:-
 - a Caste certificate (SC/ST), if applicable.
 - b Matriculation/10th Class certificate showing Date of Birth.
 - c Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - d Degree certificate of higher educational qualifications, if any.
 - e Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - f Attested copy of Aadhaar Card or any other ID card issued by Government

In case a candidate is not in possession of a Degree Certificate, he/she must upload self-attested copies of DMCs (Detailed mark sheets and certificate) of all the semesters/years relating to that degree. Non-submission of above documents may lead to cancellation/rejection of the Application Form/Candidature.

7. 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
8. 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 interview.
9. NIELIT Haridwar will shortlist the candidates on the basis of the merit of their marks obtained in the qualifying Degrees/Diploma and will upload list along with schedule of online interview on the website of NIELIT Haridwar. Candidates must check the website regularly for any updates.
10. 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 Haridwar.
11. The Candidate should have an arrangement of PC/laptop using meeting software such as Google Meet etc. and proper Internet Facility for online interview. The candidate must also ensure that there should be no person nearby helping him/her while online interview is in process. If at any time, it is found so, the interview may be cancelled and he/she will be debarred from the selection process.
12. The final selected candidates will be called for joining as per requirement of NIELIT Haridwar.
13. Only those candidates who get selected after the online interview will be asked to join purely on contract basis, initially for a period of 11 months for IT Support Assistant and for a period of one year for Office Assistant, which may be further extended based on requirements/performance of the candidate or upto their contract period with the client department or as decided by NIELIT Haridwar.
14. NIELIT Haridwar reserves rights to conduct second round of interview (online/offline) or formal interaction with the client department if need arises.

15. No TA/DA will be provided to candidates for appearing for the Interview/ Document Verification/formal interaction with client department etc.
16. Candidates must be willing to travel to any place outside their place of posting as part of their job. **They may be required to work on shift/ rotational basis as per department requirement.**
17. The qualification of the candidates must be from recognized University/Institution.
18. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
19. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
20. Candidates must produce 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 for verification purpose before posting.
21. NIELIT Haridwar reserves the right to modify, postpone or cancel this selection process at any time without any notice and without assigning any reason thereof
22. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
23. NIELIT Haridwar has the right to accept or reject the application without assigning any reason thereof.
24. The applicants are advised to visit the website of NIELIT Haridwar centre **<http://nielit.gov.in/haridwar>** regularly for schedule of interview, result of candidates shortlisted for selection or any other update. No separate communication shall be made in any other form.
25. The manpower selected shall not claim for the regularization against this Advertisement/ Selection/Contractual engagement.
26. In case of any dispute, decision of the competent authority of NIELIT Haridwar will be final.

Sd/-

Administrative Officer