



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान – कुरुक्षेत्र

National Institute of Electronics & Information Technology

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

राजकीय पॉलिटेक्निक कैम्पस, उमरी - कुरुक्षेत्र

Empanelment of Staff on Contract Basis

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

Sr. No.	Designation	Education Qualification and Work Experience	Consolidated Remuneration per month (Rs.)
1.	Admin cum Accounts Assistant	<p>Educational Qualification:</p> <p>a) CA (Inter)/ICWA (Inter) with working knowledge in Accounting Software such as Tally, Excel etc.</p> <p style="text-align: center;">OR</p> <p>b) Post graduate degree in Commerce from recognized university /institution with 50% marks.</p> <p style="text-align: center;">OR</p> <p>c) Graduate in Commerce from recognized university/institution with 50% marks in aggregate.</p> <p>Work Experience: For (a) - One year, For (b) - Two year, For (c) - Three year;</p> <p>Desirable: 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" or higher qualification, knowledge of Income tax & and other taxation rules etc.</p>	20,000/-

INSTRUCTIONS FOR CANDIDATES

- 1) Interested candidates may download the application form and get other details from <http://nielit.gov.in/kurukshetra> and should bring the 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 04/10/2018 by 10.00 AM.
- 2) Application fee (non-refundable) of Rs. 500/- per application for general and OBC and Rs. 250/- per application for SC/ST/PWD/Women candidates in the form of Demand Draft only, drawn in favor of "NIELIT, KURUKSHETRA", payable at Kurukshetra should be accompanied along with the application. Application fee once paid will not be refunded in any case.
- 3) No TA/DA will be given for appearing for the above-mentioned Interview.
- 4) These advertised post is on contract basis initially for SIX MONTH 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, 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 anytime, 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 services of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Kurukshetra.
- 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) Category certificate(PWD), if applicable.
 - c) Matriculation/10th 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 shall have to produce the original testimonials /certificates for checking/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 Kurukshetra may be sent.
- 12) The candidate should affix his/her recent colored passport size photograph on the Application Form before submitting it in NIELIT Kurukshetra.
- 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 for the post of Admn.- Cum- Accounts Assistant will be held through interview. The list of empanelled candidates in order of merit will be displayed on the website and on the notice board of NIELIT Kurukshetra.
- 15) The final empanelled candidate will be called for joining as per requirement of NIELIT Kurukshetra.
- 16) NIELIT Kurukshetra 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 post will be uploaded on the website of the NIELIT Kurukshetra - www.nielit.gov.in/Kurukshetra. 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.

Director Incharge
NIELIT Kurukshetra