National Institute of Electronics and Information Technology (NIELIT), Kurukshetra

Government Polytechnic Campus, Umri -Kurukshetra - 136131
Phone No. 01744-278035, 36,
Website: www.nielit.gov.in/Kurukshetra

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the contractual posts advertised in the " Dainik Bhasker" Newspaper dated 29.12.2017

Application fee is Rs 500/-(non-refundable) per application payable through Cheque/DD/Cash to be paid (Rs 250/- for SC/ ST/ Person with Disability(PWD)/Women)

Application fee once paid will not be refunded in any case

1. Applications will be received by post / by hand. However, the application form can be downloaded from website mentioned above. The Application Form(s) of the candidates received by courier shall neither be considered nor sent back.

2. In case the candidate is not able to submit fee on the due date and time or the application is otherwise incomplete, his/her candidature will be summarily rejected.

3. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before reporting for interview.

4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for the post (**post qualification experience**).

5. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the closing date for applying i.e. **8/1/2018** which will remain unchanged even in case of extension of the closing date for submission of the application form.

6. 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 the test/interview for the post does not mean that the candidate is eligible for selection/empanelment.

7. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person before the test or the interview as the case may be:-
   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 post qualification 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 Aadhaar Card.

8. The age relaxation criteria is as per Haryana Government norms.

9. 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. 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.

10. The candidate should affix his/her recent coloured passport size photograph on the Application Form before submitting it to NIELIT Kurukshetra, on the date of interview/MCQ test as the case may be.

11. 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.

12. 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.

13. The candidates will be required to bring copy of resume mentioning area of expertise along with academic and professional experience details. The original testimonials/ certificates of the candidates will be checked on the date of the interview.

14. The selection will be through MCQ test followed by interview.

15. The syllabus of MCQ test will be ASP.Net, SQL Server, Java, C, Operating System

16. For preparing a selection/empanelled list for the posts, 75 marks have been allocated for the MCQ Test, 25 marks for interview of the candidate before the Selection Committee.

17. No separate call letter/intimation will be sent for the test/interview and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for any boarding/lodging and NIELIT Kurukshetra will not pay for it.

18. During the contractual employment, the place of posting may be changed as per the requirements of the Centre.

19. The candidate must indicate his/her email-id and mobile number on the CV and form to receive communication from NIELIT Kurukshetra.

20. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Kurukshetra from 9.30 am to 5.00 pm (Monday to Friday/working day only).

21. The decision of the Director In Charge, NIELIT Kurukshetra in all matters relating to the recruitment process shall be final and binding.

22. NIELIT Kurukshetra reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.

23. The consolidated monthly remuneration for other posts is :-

S.No.	Name of Post	Number of Posts	Monthly Consolidated Remuneration
1	Programmer	2	Rs 25000/- per month
2	Assistant Programmer	1	Rs 18000/- per month
3	Data Entry Operators	3	Rs 17000/- per month

24. The selected/empanelled candidates shall have to produce the original testimonials/ certificates for checking/verification at any point of time during the recruitment process and they can be deputed to work at different location other than NIELIT – Umri, Kurukshetra also.

25. All the notices and updates regarding these posts 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 entire selection/empanelment process.

Test guidelines for Data Entry Operators

There will not be any technical test for the post of Data Entry Operator post. However, operational and practical skills will be checked.

1. The total practical examination will be of 75 marks. The distribution of marks will be as under:-
   a. One paragraph will be given in English to test knowledge of MS-Word and will carry 20 Marks.
   b. English Typographic speed and accuracy will be tested through software. It will carry 20 marks.
   c. One question will be there on Excel. It will carry 20 marks.
   d. One para will be written in Hindi and candidate will have to translate it in English and type on computer. It will carry 15 marks.
2. There will not be any interview for the post of data entry operator as per government guidelines.