



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.स.), भुवनेश्वर

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

(Under Ministry of Electronics & Information Technology, Govt. of India)

3rd Floor, North Side, OCAC Tower, Acharya Vihar, Bhubaneswar-751013(Odisha)

Walk-In Interviews for Empanelment of Staff on Contract Basis

NIELIT Bhubaneswar is looking for bright & result oriented persons for the Empanelment of the following posts **purely on temporary contract basis** for a period of Six Months with consolidated pay. Eligible candidates may appear for Walk-in-Interview as per Interview schedule mentioned against each posts.

SN	Name of the Post	No. of Post	Eligibility Criteria	Interview Schedule
01	Office Assistant	3	Essential: Graduation with at least 1 Year of experience in office work. Knowledge of computer is preferable. Emoluments: Rs.13,500/- p.m.(Consolidated)	19th October 2022 (Reporting time: 10:30 AM)
02	Office Boy	1	Essential: Minimum 10+2 with at least 1 Year of experience in office work. Emoluments: Rs.11,000/- p.m.(Consolidated)	19th October 2022 (Reporting time: 1:30 PM)

Interested candidates may go through the terms & conditions on our website <http://nielit.gov.in/bhubaneswar/index.php>. Candidates reporting late and/or without requisite documents will not be considered for interviews.

Advt.No. NIELIT/BBSR/Admin/Recruit/2022/10/01

Sd/- Director In-Charge

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Empowering People, Serving the Nation

General Terms & Conditions:

1. The number of vacancies will be as per requirement of NIELIT Bhubaneswar. Deserving shortlisted candidates will be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to employment. Empanelled candidates may be offered appointment as per requirement of NIELIT Bhubaneswar in order of merit.
2. Number of vacancies may increase/decrease based on the final assessment or the recruitment process may stand cancelled and such changes will be made by NIELIT Bhubaneswar without any notice.
3. Remuneration will not be a constrained for the deserving candidates and will be in form of consolidated salary only. The selected candidate will not be paid any other financial benefits like Medical, HRA and Transport etc. except the consolidated salary.
4. NIELIT reserves right to conduct written test or skill test for screening of the candidate before interview, if felt necessary.
5. Selection of eligible candidates for appointment to the above-mentioned positions will be based on requirement of NIELIT Bhubaneswar and performance of the candidates in the test/ interview.
6. The selected candidates will be offered appointment on contract basis for a period of Six Months initially, which may be extended depending upon the performance of the candidate and requirement of NIELIT. These posts do not carry any entitlement for regularization in future.
7. The contract appointment shall not confer any right for regularization/absorption or continuation of service in NIELIT, Bhubaneswar.
8. Contract may be terminated any time by giving one-month notice on either side. The applicants will have no claim implicit or explicit for consideration against any NIELIT post.
9. The offer of appointment for the selected candidates will be subject to verification of original certificates/ testimonials and compliance of other formalities.
10. NIELIT reserves the right to assign duties to the selected candidate in any location as per requirement.
11. Candidates will not be entitled to claim any TA/DA for appearing in test/ interview.
12. The qualification of the candidates must be from a recognized University/Institution.
13. Applicants applying for more than one post should submit separate applications specifying the name of the Post.

14. All candidates appearing for test/ interview will be required to bring their Resume, 2 photographs, all original documents/ testimonials along with one set photocopy with regard to Educational Qualifications / Experience and proof of Date of Birth etc., which may be verified by NIELIT representatives immediately before test/ interview. If a candidate is unable to produce the requisite documents or found not eligible at later stage, then his/her candidature will be cancelled.
15. Candidates must report as per the schedule mentioned for Walk-in Interviews. Candidates reporting late or without requisite documents will not be entertained.
16. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail and our website:
<https://www.nielit.gov.in/bhubaneswar/index.php> .
17. Withdrawal of candidature on account of 'non furnishing of any information' or 'furnishing of wrong information' will not confer any right to carry forward or retain the candidature for future recruitment.
18. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.

Test / Interview Venue:

National Institute of Electronics and Information Technology (NIELIT), Bhubaneswar
3rd Floor, North Side, OCAC Tower, Acharya Vihar, Bhubaneswar-751013 (Odisha)