

**RECRUITMENT NOTIFICATION No. 3(133)/97/Mar 22/03**

**Last date for submitting the application is 25 Mar 2022**

National Institute of Electronics and Information Technology (NIELIT) Calicut is a premier organization engaged in Education, Training, R&D and Consultancy in the areas of Electronics, IT and ITES. We also offer courses both in the formal (M. Tech) and Non-formal (PG Diplomas and customized courses etc.) sectors and conduct online proctored examination and Recruitment Activity.

National Institute of Electronics & Information Technology (NIELIT) Calicut, invites applications for the post of Senior Executive & Office Assistant purely on contract basis for carrying out the activities of various ongoing projects being implemented by the centre.

Details	Remuneration per Month	Qualification Essential	Age Limit	Desirable Domain Experience
1. Senior Executive (01 Post)	Consolidated Rs. 40000/- to Rs. 50000/- subject to Government of India Rules. <b>limited to a maximum of Rs. 50,000/- only</b>	Retired employees of organizations under Central/State Govt., autonomous bodies, Public sector worked in pay level not less than level 12 as per 7 <sup>th</sup> CPC Or equivalent	Up to 63 Years	Administrative work, Handling Independently official communications, Manage RTI's, Grievances & queries, File Management, Expenditure & Payment monitoring, bill Preparation etc. including purchases through GEM, e-Procurement Portal of GOI.
2. Office assistant (01 Post)	Rs.13,000/- to 18000/- Consolidated	Degree/Diploma in any subject & Certificate Course in Computer Application or equivalent. Proficiency in use of computers.	Below 35 Years	Knowledge in MS Office Applications, Email & Internet usage, basic networking concepts, Word Processing and Spread Sheet software. & Good written & communication skills in English/ Hindi
Scope of Work	Administration, Payment Processing and Purchase related work.			
Duration of Engagement	Initially for <b>Six Months</b> , Extendable for the entire duration of the project, based on the performance.			
Place of Posting	NIELIT Calicut, Kerala :- May be required to travel and stay at any other place in India for official work, if required.			
Selection Process	Short-listed/Screened-in candidates will be selected based on their performance in test/Interview.			

**General Instructions**

- Only Indian nationals are eligible to apply.
- Application should be submitted only online through Link: <https://forms.gle/sryoKeMYP3s8nxML8>
- Canvassing in any form will be a disqualification.
- No interim enquiry / correspondence, whatsoever, will be entertained regarding the recruitment.
- Incomplete applications are liable to be summarily rejected.
- NIELIT Centre Calicut reserves the right to fill or not to fill the post(s) advertised.
- There will be no application fee required to be paid.
- Candidates with relevant experience will be preferred. However, the same may be relaxed in deserving cases.
- The vacancies notified are tentative and are subject to change.
- Experience is counted only for the period after obtaining the eligibility qualification.
- Applications, which are not in conformity with the requirements indicated are liable to be rejected.
- The Institute will have the right to fix criteria for screening the applications so as to reduce the number of candidates to be called for interview.
- Only short-listed candidates will be called for Written Test/Interview. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.
- No TA/DA will be provided to attend the interview.
- Applicant should have a valid/Active G-mail account for submitting application.
- Bachelor Accommodation/Hostel facility will be provided to selected candidates on payment basis as per availability, if required
- Candidate will be rejected, if the information provided by the candidate is found incorrect/failed to produce documentary proof on qualification etc.
- It is the responsibility of the candidate to obtain NOC etc. from the current employer/institution, in case already bound by any contract.
- For those who are drawing pension, the remuneration will be fixed as per govt. rules, limited to maximum of Rs. 50000/- only per month.
- Advertised number of post may increase or decrease as per actual requirements.