Online Application Procedure

Name of the Posts:

1. **e-District Manager**
2. **District Coordinator**
3. **Technical Officer**
4. **Junior Research Fellow**
5. **Driver Instructor**
6. **Technician**
7. **Accountant**
8. **Office Assistant**
9. **Security**
10. **Catering Staff**
11. **Cleaning Staff**

Eligibility Criteria

1. **E-District Manager**

   Education Qualification:

   (A) **BCA/BIT/BE/B.Tech/MCA**

   OR

   (B) **Must be Graduate** (any Discipline) with **1 year Computer Diploma** from recognized University/Institute.

   Work Experience:
   - Minimum 2 (two) years of work experience preferably in IT/e-Governess related field
   - Knowledge of English and Hindi is essential.

2. **District Coordinator**

   Education Qualification:

   (A) **M.Com** with PGDCA

   OR

   (B) **Post Graduation** with PGDCA

3. **Technical Officer**

   Education Qualification & Work Experience:

   First Class B.Tech /BE (Electronic and Instrumentation /Electronic and Communication) with 3-4 years experience in Testing / Calibration activity.

4. **Junior Research Fellow:**

    Education Qualification & Work Experience:

    First Class B.Tech /BE (Electronics) with 2-3 years experience in Testing / Calibration activity.

5. **Driver Instructor:**

    Education Qualification & Work Experience:

    (A) Must be Matriculate or equivalent having qualification as specified in CMVR. The candidate will specialization in Simulator training will be preferred.

                          OR

    (B) Retired persons from STUs/Transport Departments/autonomous Organization (TML/TATA Strive) as Instructor. The qualified candidates as above from STUs/other govt. /autonomous organizations.

6. **Technician:**

    Education Qualification & Work Experience:

    Candidate must be ITI (Motor Mechanic) with minimum 2 years of experience.

7. **Accountant:**

    Education Qualification & Work Experience:

    (A) Must be Graduate in Commerce/Management with 3 years experience in Accounts/Financial departments. Exposure in Tally accounting software will be preferred.

                          OR

    (B) Retired persons from STUs or Road Transport Department/Defence establishment having relevant experience may also be considered.

8. **Office Assiatant:**

    Education Qualification & Work Experience:

    Must be Graduate in any stream having 2 year minimum experience in routine office procedure and clerical activities.

9. **Security:**

    Education Qualification & Work Experience:

    A Candidate must be matriculate

10. **Catering Staff:**

    Work Experience:

    A candidate must be having experience of Cocking and serving in office canteen/hostel.

11. **Cleaning Staff:**

    Work Experience:

    Candidate must have experience of cleaning sweeping and other jobs.

Location

Anywhere in Himachal Pradesh

Application Fees /Payment Procedure

Note: Before filling the application form candidate must have paid Rs. 1000/- as application fees

1) Candidate must have a valid Email ID.
2) Candidate must deposit fee (Rs.1000/-) through online mode only through UPI Money Transfer (Bhim app,GooglePay, PhonePay, Paytm etc) or Net Banking (INB, NEFT etc) before proceeding the application form.
3) The transaction Receipt/Details must be retained by the candidate for future reference.
4) The valid transaction receipt having UPI Transaction ID/UTR number/Net banking Reference ID (clearly visible) must be uploaded in document upload section.
5) Cash Deposit in account will not be accepted.
6) Fee once paid will not be refunded.

Bank Account Details for Making the Payment:

Name: National Institute of Electronics & Information Technology(NIELIT)
Bank Name: State Bank of India
Account No: 31857396177
IFSC Code: SBIN0000718

How to Apply

1. Only online application form will be received.
2. Go to NIELIT Shimla Website (http://www.nielit.gov.in/shimla)
3. Click on Recruitments Tab
4. Under the recruitment tab go through the Links **Advertisement, Application form filling steps** before filling the form.
5. Pay application fees of Rs. 1000/- through online mode only. Bank details are provided above.
6. Click Apply Online Link and follow the steps.
7. Upload concerned documents
   a. Upload Payment Receipt(jpeg/jpg) size below 1 Mb
   b. Upload Qualification & Work Experience Certificate in Single PDF size below 10 Mb
   c. Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb
8. Submit the form

Result/ virtual interview

Short listed candidates will be called for virtual interview.