



National Institute of Electronics and Information Technology

(A Scientific Society of Department of Information Technology,
Ministry of Communications & Information Technology, Government of India)
Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi- 110 003

National Institute of Electronics and Information Technology (NIELIT) a premier IT Education & Training Organisation of the Government of India in the formal and non-formal sector is desirous to engage a Sr. Executive & an Executive (Govt. Officials retired from the post of SO and above) to assist in Establishment and Administrative matters. The engagement will be on short term contract basis initially for a period of six months which may be extended further subject to performance and requirement. Interested and eligible candidates may obtain detailed information available in the website www.nielit.gov.in/ www.deity.gov.in and apply in the given format.

I) Eligibility criteria - Persons retired from position of Section Officer and above (grade Pay of Rs 5400/-) and above from Central Govt./ State Govt./ Autonomous bodies under Central/ State Govt. with rich experience of handling establishment, personnel and administrative matters in Govt. Organisation.

(II) Remuneration -Consolidated monthly emolument will be equal to the last pay drawn minus pension and DA at prevalent rate.

(III) Age - The maximum age-limit for applicant (retired govt. Officials) should not be more than 63 years as on the date of publication of the advertisement.

(IV) Candidates meeting the above eligibility requirements may submit their applications in the prescribed Proforma (available in succeeding pages below) along with the copy of the PPO/ LPC so as to reach Registrar, NIELIT, Electronics Niketan, 6 CGO Complex, New Delhi- 110003 on or before 16.02.2015.

(V) Prescribed Performa for applying for the post is available in succeeding pages. NO TA/DA will be paid for attending interviews.

(VI) The shortlisted candidates will be interviewed for their suitability. The candidates called for interview will be required to bring their document pertaining to educational qualifications, date of birth and experience in original alongwith a Photostat copy of each.

(VII) List of shortlisted candidates will be published on the NIELIT Website along with the schedule for the interview.

General Terms and Condition of the appointment would be:-

- (i) The requirement of Sr. Executives/ Executive may increase/ decrease depending upon the requirement.
- (ii) Should not have been retired as a matter of punishment.
- (iii) The engagement would be on full time basis and they would not be permitted to take up any other assignment during the period of engagement with NIELIT.

- (iv) The engagement would be on short term contract basis initially for a period of six months, which may be extended/ curtailed, subject to performance and requirement.
- (v) The Sr. Executive/ Executive shall be required to maintain discipline and absolute integrity in accordance with the rules contained under the CCS(Conduct) Rules,1964.
- (vi) The engagement of Sr. Executive/ Executive is of temporary nature and can be cancelled at any time without assigning any reason.
- (vii) The Sr. Executive/ Executive shall not claim any benefit/ compensation under provisions of any ACT/ Rules.
- (viii) The Sr. Executive/ Executive may be called on Gazette Holidays, if required.
- (ix) The Sr.Executive/ Executive will be eligible for 8 days of leave in a calendar year on prorata basis. Therefore, he shall not draw any remuneration in case of absence beyond 8 days (calculated on a pro-rata basis). Also unavailed leave in a year shall not be carried forward to next calendar year.
- (x) Sr. Executive/ Executive shall have to agree with the aforesaid terms and conditions and would be required to sign a Non-Disclosure Undertaking upon their Selection/ appointment.

Job Responsibilities of Sr. Executive

- (i) To guide in Review/ Updation of existing MOA, Bye Laws and Service Rules
- (ii) To guide in framing of Recruitment Rules and Syllabus for various posts in NIELIT
- (iii) To provide guidance in Recruitment related matters of NIELIT and other organisations (from advertisement to declaration of results, including RTI queries).
- (iv) To provide guidance on Establishment matters to NIELIT HQ and Centres.
- (v) To provide guidance in APAR and DPC matters.
- (vi) To suggest in preparation of various tender documents for NIELIT
- (vii) To assist in activities related to publicity and advertisement.
- (viii) Any other assignment given by Competent Authority from time to time.

Job Responsibilities of Executive

- (i) To assist in project activities
- (ii) To provide support in review/ updation/ modification of existing MOA, Bye Laws and Service Rules
- (iii) To provide support in framing of Service Rules, Recruitment Rules and Syllabus for various posts in NIELIT
- (iv) To provide assistance in Service and Recruitment related matters.
- (v) To assist in purchase matters
- (vi) To assist in framing policies of NIELIT
- (vii) To assist in recruitment/ examination for DeitY and its subordinate offices and other organisations.
- (viii) Any other assignment given by Competent Authority

Affix your recent
passport size
photograph

NIELIT Headquarters

Application proforma for Engagement as Executive/ Sr. Executive

1	Name of the Candidate (in Block Letters)				
2	Date of Birth (YYYY/MM/DD)				
3	Age as on the last date for submission of application	Years	Months	Days	
4	Nationality	By Birth:		By Domicile	
5	Whether SC/ST/OBC/PH/ General (mention the applicable category)				
6	Please state whether retired from the [Mark the applicable category]	Central Govt	State Govt.	Autonomous Bodies	Any other Organisation
7	Date of Retirement (Attach proof)				
8	Address for Communication				
9	Tel. No. (Landline-Resi)	Landline-Office	Mobile	Email ID	
10	Details of Educational / Professional Qualifications: (Attach documentary proof with hard copy)				
S#	Degree	Year of Passing	Name of College and University	Main Subject/ Branch	Class/ Division
1					
2					
3					
4					
(Insert rows if required)					

11	Details of Past Employment (in chronological order) (Indicate break in service, if any, alongwith reasons thereof)						
	S#	Name & Adress of the Employer	Designation	Pay Scale & Total Emoluments	Brief of Job Profile	Period (dd/mm/yy)	
From						To	

(Insert rows if required)

12	Details of Employment from where retired:						
(i)	Name and address of the Orgnaisation						
(ii)	Status of the Organisation (Central Govt./State Govt. / Autonomous Body / PSU)						
(iii)	Designation						
(iv)	Scale of Pay; Total Emoluments (as per PPO/ LPC)						
(v)	Amount of monthly pension being received						
(vi)	Period (DD/MM/YY)				From:	To:	
(vii)	Nature of Post Held (Regular/ Substantive/ Officiating/ Adhoc/ Temporary/ Contract/ on Deputation)						
(viii)	Brief of Job Profile (Attach separate sheet if required)						
13	Additional Information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if required)						

I have carefully gone through the vacancy circular/ advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

(Signature of the candidate)

Date:

Note: Incomplete application(s), not in accordance with the format/ particulars, will not be entertained.