National Institute of Electronics and Information Technology(NIELIT), Chandigarh
Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071

Phone No. 0172-2236462, 2236464   Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines for selection/empanelment of the candidates for the contractual posts advertised in the "The Times of India" and "Daily Ajit" dated 13/05/2016

Registration fee is Rs 500/- (non-refundable) per application
(Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women)

1. Only the ONLINE applications will be accepted through our website - **http://nielit.gov.in**/**chandigarh** which will remain open from **13/05/2016 (2.00 pm)** to **19/05/2016(4.00 pm). No other mode of application will be accepted.**

2. Candidates applying for more than one post should submit the separate application for each post and also remit the application fee for each post separately.

3. The printout of the online filled Application Form with passport size photograph, attested copies of the testimonials along with the **non-refundable** prescribed registration fee in the shape of bank draft only must be submitted at the above address on any working day (Monday to Friday) from **14/05/16 to 24/05/16 between 9.30 a.m. to 12.30 p.m. and 2.00 p.m. to 5.00 p.m.** This office will not be responsible for any delay in receipt of the application form etc. sent by post/courier. The applications received after the due date and time will not be entertained.

4. After submitting the Application Form online, the candidate should take printout of the Application Form, before the last/closing date & time i.e. 19/05/16 (4 pm), bearing a unique reference number, which shall be referred to, in all the future correspondence with NIELIT Chandigarh regarding this recruitment process.

5. 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 applying.

6. 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).

7. 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 receipt of the applications i.e. 19/05/16 which will remain unchanged even in case of extension of the closing date for submission of the online applications.

8. The number, location and duration of posts may vary as per the requirement of the project/user department which will be co-terminus with the project.

9. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying for the post does not mean that the candidate is eligible for selection.

10. Applications are subject to further scrutiny at any point of time during the period of contract.

11. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be sent by post/courier or submitted in person :-
    a) Caste certificate (SC/ST), if applicable.
    b) Category certificate (PWD), if applicable.
    c) Certificate of Date of Birth (issued by a Municipality/Statutory Authority/Matriculation 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), which makes him/her eligible for applying for the post.
g) Attested copy of Aadhaar Card and PAN Card (if available).

In case a candidate is not in possession of a Degree Certificate, he 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.

Name entered in the online application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

12. The candidates are required to remit non-refundable registration fee of Rs 500/- per application **(Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women)** in the shape of a bank draft only drawn in favour of **"NIELIT CHANDIGARH"** payable at Chandigarh/Mohali.

13. Candidates sending printout of the Application Form by post/courier must mention the name of the post applied for, on the top of the envelope containing the prescribed application form, bank draft of the prescribed fee (Rs 500/- or Rs 250/- as the case may be) and attested copies of the testimonials.

14. The selected/empanelled candidates shall have to produce the original testimonials for verification at any point of time during the recruitment process but preferably at the time of interview/completing joining formalities.

15. The selection will be through a Multiple Choice Question (MCQ) written test of 1 hour duration comprising 50 questions of 2 marks each for the posts of **Database Administrator, Senior Faculty(Multimedia), and Technical Assistant** (70% Computer Science and 30% General Aptitude), **Front Office Counsellor** (70% General Aptitude and 30% Computer Science), **Accounts-Clerk-Cum-Data Entry Operator** (70% Finance & Accounts and 30% General Aptitude). The number of candidates equal to 5 times the number of posts and those securing atleast 40% marks in order of merit in the test may be considered qualified to appear before a Selection Committee for an interview.

16. The selection for the post of **IT Assistant will** be through a Multiple Choice Question (MCQ) written test of 1 hour duration comprising 50 questions of 2 marks each (70% Computer Science and 30% General Aptitude) and a Computer based Typing Test in Hindi of 10 minutes duration. The number of candidates equal to 5 times the number of posts and those securing atleast 40% marks in order of merit in the MCQ test and Hindi Typing Test separately will be considered qualified to appear before a Selection Committee for an interview.

17. The eligible candidates for the post of **Data Entry Operator, Adda Fee Collector and Computer Operator** will be called at a later date to appear in a Computer Type Test in English of 10 minutes duration. The candidates who qualify the Computer Type Test with a minimum speed of 20 correct words per minute will be considered qualified to appear before a Selection Committee for an interview.

18. The schedule of MCQ written test and Computer typing tests & Interview for posts advertised will be notified later on the website of the Centre.

19. No separate call letter will be sent for the test/interview and also no TA/DA will be paid for the same. All the notices and updates regarding these posts will be uploaded on the website of the Centre – **nielit.gov.in/chandigarh.**

20. The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT may be sent. The candidates applying for the multiple posts should indicate the same email-id and Mobile No. against all the posts applied for.

21. The candidate should affix his/her recent colored passport size photograph on the application form generated online with unique reference number before submitting in the NIELIT office in person or sent by post/courier.

22. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the online application.

23. Any request for change of particulars like name, fathers name, address etc. will not be entertained at a later stage after the online submission of the Application Form.

24. At anytime, if any document, statement or any other information submitted by the candidate is found to be suppressed/wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection of the candidate.

25. The list of eligible/ineligible/provisionally eligible candidates and the date and time of MCQ written test/Computer typing test/interview for all the posts will be displayed on the website of NIELIT Chandigarh – www.nielit.gov.in/chandigarh at a later date.

26. The provisionally eligible candidates shall have to produce the wanting documents before the MCQ test/typing test/interview.

27. The break-up of monthly remuneration for the Data Entry Operator, Adda Fee Collector, Computer Operator, Accounts Clerk Cum Data Entry Operator, IT Assistant, Technical Assistant and Senior Faculty is as given below:-

Name of the post	Basic Pay	HRA	Med. & other allow.	Total monthly Remuneration (Rs.)	Deductions: Employee Share of EPF @12%	Net Payable (Rs.)
	A	B	C	D= A+B+C	E	H= D – E
Data Entry Operator	9620	1443	937	12000	1154	10846
Adda Fee Collector	8670	1300	850	10820	1040	9780
Computer Operator	9620	1443	937	12000	1154	10846
Accounts-Clerk-Cum-DEO	9620	1443	937	12000	1154	10846
IT Assistant	7680	1152	768	9600	922	8678
Technical Assistant	7680	1152	768	9600	922	8678

For above posts, Employer's share of EPF as applicable will be paid extra.

28. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this empanelment process.

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