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

Puncom Building, C-134, Industrial Area, Phase-8 (Sector 72), Mohali-160071, Punjab
Phone Nos. 0172 – 2236462, 2236464, Website : Chandigarh.nielit.gov.in

Guidelines for applicants for the post of **e-District Coordinator** on contract basis for deployment with an organization/Society of Punjab Govt. & **Programmer** for deployment on contract basis with NIELIT, Chandigarh

1. Prescribed separate application form can be downloaded from our website – Chandigarh.nielit.gov.in.
2. Separate application form is to be submitted for each post.
3. The applicants are required to submit attested copies of their testimonials including post qualification experience certificates with the application form.
4. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post **(post qualification experience).**
5. The applicants shall be required to deposit at the time of submitting the Application Form etc., a non-refundable fee of Rs 500/- in cash or in the shape of a bank draft drawn in favour of "**DIRECTOR, NIELIT CHANDIGARH"** payable at Mohali.
6. The Application Form, attested copies of the testimonials and non-refundable registration fee of Rs 500/- can be submitted at the above address on any working day upto 09/06/2015 between 9.30 a.m. to 12.45 p.m. and 2.00 p.m. to 3 p.m.
7. Candidates applying 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 Rs 500/- and attested copies of the testimonials.
8. The applications received after the due date and time will not be entertained at all.
9. This office would not be responsible for any delay in receipt of the application form etc. sent by post/courier.
10. Selection for these posts will be through a Multiple Choice Question (MCQ) written test (70% in Computer Science and 30% General Aptitude) of 1 hour duration. The candidates are required to use blue or black pen only in the MCQ test.
11. The list of eligible/ineligible/provisionally eligible applicants, the date and time of the written test and interview will be displayed on the website of the Centre latest by 16/06/2015 by 5 p.m. The provisionally eligible candidates shall have to produce the wanting documents at the time of interview.

12. The MCQ written test may be held on or after 20/06/2015.
13. No separate call letter will be sent for the written test or interview.
14. No TA/DA shall be paid for appearing in the MCQ written test/interview.
15. The number of posts and period of contract may vary as per the requirement of the project/user department at the time of interview.
16. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere appearance in the written test/interview does not mean that the candidate is eligible for selection.
17. The candidates will be required to bring original certificates/testimonials for checking at the time of interview. Provisionally eligible candidates will have to bring original and attested copies of the wanting documents before interview.
18. If at anytime during scrutiny of the Application Form/documents submitted by the candidate or otherwise, if any document, statement or any other information submitted by the candidate is found to be wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection of the candidate.
19. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this advertisement/posts/selection list.
20. Eligibility criteria etc for the post of e-District Coordinator is as under : -

JOB TITLE	E-DISTRICT COORDINATOR

Educational Qualifications	**1. Eligibility criteria**
	1.1. Essential Qualification
	The essential qualification for the candidate is as follows:
	  i. **Must be 21 – 35 years old as on 01/01/2015**
	  ii. BE / B.Tech (preferably in Computer Science/IT/Electronics & Communication) or MCA
	  iii. Knowledge of English and Punjabi
	  iv. Minimum of two (2) years of work experience preferably in IT / e-Governance related field

Role & Responsibility	The eDistrict Coordinator Roles and Responsibilities (include, but not limited to)
	
	  i. Coordinate with State Project Management Unit (SPMU) for project reporting
	  ii. Coordinate with System Integrator's (SI) personnel deployed in the district
	  iii. Facilitate acceptance of supply, installation and commissioning of hardware & peripherals deployed at all the designated offices in district level
	  iv. Submission of weekly report as well as review on progress of

	eDistrict project or any officer designated for implementation of the eDistrict Project by the State at district level
	v. Preparation of agenda, operational support and help in drafting Minute of Meetings vi. Submit reports and update status in PMIS vii. Facilitate data digitization, networking, site preparation and training /workshop activities in the district viii. Synchronization with other e-Governance projects in the District.
Desired Skills	The other desired skills (some of these may be given more weightage, depending on the availability of candidates) are as follows: i. Prior project management experience ii. Should be computer literate iii. Experience in the domain of IT Projects, IT infrastructure deployment / software development, hardware, networking, security management in IT projects is preferred iv. Good people management and communication skills v. Result oriented and self-motivated vi. Candidate should have the local knowledge of the State/District vii. Experience in computerization of organizations / departments will be an added benefit
Salary	Rs 23500/- per month
Period	Upto 31/03/2016 initially

21. Eligibility criteria etc. for the post of Programmer is as under :-

Minimum Essential Qualifications	Experience	Consolidated Remuneration per month	Period
BE/B.Tech(CS or IT) or MCA or M.Sc(CS or IT) or "B" level Course of DOEACC	1 year experience in ASP.Net, SQL Server, SSRS, Crystal Reports, Ajax, Web Services, Web hosting, VB.Net, CSharp, Javascript, JQuery, CSS	Rs 20000/-	Initially for 6 months