



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

An Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY)
Government of India

1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008,

Web site: <http://nielit.gov.in/guwahati>

Employment Notice No: **04/35/2017/GHY/TRG/2505**

Dated: 21st March 2018

MANPOWER REQUIREMENT

Applications on prescribed format are invited for **various** positions from Indian Nationals under NIELIT Guwahati at various locations in Assam viz Guwahati, Barpeta, Lakhimpur, Dhubri, Nalbari, Tinsukia, Majuli, Sibsagar, Jorhat etc or as required within the state of Assam. The details of position are as given below:-

SI No	Position	Location(s)	Monthly Remuneration
01	Faculty (to be engaged as per actual requirement of Project)	Barpeta, Lakhimpur, Dhubri, Nalbari, Tinsukia, Majuli, Sibsagar, Jorhat etc or as required within the state of Assam (Positions may increase or decrease as per requirement)	Rs 18,000/- to Rs 22,000/- (Consolidated fixed remuneration) Above remuneration range may vary as per location of deployment.
02	Technical Assistant (to be engaged as per actual requirement of Project)	NIELIT Guwahati	Rs. 18,000/- (Fixed)
03	Accountant	NIELIT Guwahati	Rs. 25,000/- (Fixed)
04	Accounts Assistant	NIELIT Guwahati	As per minimum wages Act in the category of Clerical Position
05	Office Assistant	NIELIT Guwahati	As per minimum wages Act in the category of Clerical Position

The last date and time for receipt of application: **06-04-2018 till 5:00 PM**. Shortlisted candidate will be initially listed under a panel and will be engaged as per requirement of Project for job position at sl no 1 & 2. For application form, eligibility details, etc., please visit our website, www.nielit.gov.in/guwahati

Sd/-
Director
NIELIT Guwahati



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ENGAGEMENT OF MANPOWER PURELY ON TEMPORARY AND CONTRACT BASIS WITH CONSOLIDATED REMUNERATION

National Institute of Electronics and Information Technology (NIELIT) Guwahati (Formerly DOEACC Society, Guwahati Centre) is an Autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Government of India.

NIELIT Guwahati is carrying out human resource development and related activities in the area of Information Electronics and Communication Technology (IECT) through education and training.

NIELIT Guwahati is looking for eligible and qualified manpower for the position(s) at various locations in Assam viz Barpeta, Lakhimpur, Dhubri, Nalbari, Tinsukia, Majuli, Sibsagar, Jorhat, Guwahati, or as required within the state of Assam under NIELIT Guwahati Main Centre at 1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008 as per details below.

Name of position	Faculty
Number of position	7 (Seven). May increase or decrease as per actual requirement.
Monthly Remuneration	Rs 18,000/- to Rs. 22,000/- (consolidated). Above remuneration may vary as per location of deployment.
Qualifications & Experience	B.E / B. Tech. in Computer Science / IT OR M.Sc. (Computer Science) / M.Sc. (IT) / MCA OR DOEACC 'B' Level
Age Limit	Upto 30 (thirty) years. Relaxable by 3 (three) years for OBC and 5 (five) years for SC/ST candidates.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	Manpower to be engaged for a specific period of 6 (six) months or coterminous with the Project. However, period of engagement may increase / decrease depending upon requirement and at the sole discretion of Competent Authority
Nature of Duties / Work	Conduction of classes on Information Technology as per requirement of NIELIT Guwahati.

Name of position	Technical Assistant
Number of position	10 (Ten). May increase or decrease as per actual requirement.
Monthly Remuneration	Rs 18,000/- (consolidated)
Qualifications & Experience	Any Graduate with NIELIT / DOEACC 'A' level in IT OR BCA/B. Sc(IT) in Computer Science / IT or Electronics OR 3 years Diploma in Engineering in Computer Science or Electronics. N.B: B.E / B.Tech in Computer Science & Engg. or Electronics Engg. may also apply
Age Limit	Upto 30 (thirty) years. Relaxable by 3 (three) years for OBC and 5 (five) years for SC/ST candidates.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	Manpower to be engaged for a specific period of 6 (six) months or coterminous with the Project. However, period of engagement may increase / decrease depending upon requirement and at the sole discretion of Competent Authority
Nature of Duties / Work	Conduction of classes on Information Technology as per requirement of NIELIT Guwahati.
Name of position	Accountant
Number of position	01 (one) at NIELIT Guwahati
Monthly Remuneration	Rs 25,000/- (consolidated)
Qualifications & Experience	B.Com with 5 years relevant experience with knowledge of Tally. OR M. Com/ICWA(Inter)/CA(Inter) with 2 (two) years relevant experience with knowledge of Tally.
Age Limit	Upto 30 (thirty) years. Relaxable by 3 (three) years for OBC and 5 (five) years for SC/ST candidates.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	To be engaged for a specific period of 6 (six) months. However, period of engagement may increase/decrease depending upon requirement and at the sole discretion of Competent Authority.
Nature of Duties / Work	To assist in Accounts Section.
Name of position	Accounts Assistant
Number of position	01 (one) at NIELIT Guwahati
Monthly Remuneration	As per Minimum Wages Act in the category of Clerical Position
Qualifications & Experience	B. Com with 2 years' experience & knowledge of Tally.
Age Limit	Upto 30 (thirty) years. Relaxable by 3 (three) years for OBC and 5 (five) years for SC/ST candidates.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	To be engaged for a specific period of 6 (six) months. However, period of engagement may increase/decrease depending upon requirement and at the sole discretion of Competent Authority.
Nature of Duties / Work	To assist in Accounts Section.

Name of position	Office Assistant
Number of position	01 (One) at NIELIT Guwahati
Monthly Remuneration	As per Minimum Wages Act in the category of Clerical Position
Qualifications & Experience	Any graduate with 2 years experience in the relevant field. Good knowledge of Computer Operations.
Age Limit	Upto 30 (thirty) years. Relaxable by 3 (three) years for OBC and 5 (five) years for SC/ST candidates.
Type of engagement	Purely on temporary and contractual basis.
Period of engagement	To be engaged for a specific period of 6 (six) months. However, period of engagement may increase/decrease depending upon requirement and at the sole discretion of Competent Authority.
Nature of Duties / Work	To assist in Admn. Section.

OTHER TERMS & CONDITIONS

1. The filled-in application form with complete details along with self-attested testimonials is required to be submitted in **prescribed application form which is enclosed herewith** and to be sent to **“The Director, NIELIT Guwahati Centre, 1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar, Guwahati-781 008, Assam”**. The last date of submission of application is **06-04-2018 till 5:00 PM**. The application received after last date and time, incomplete in any respect or violation of conditions will be summarily rejected. The envelope containing application form should be superscripted as

“APPLICATION FOR ENGAGEMENT AS”.

Please fill the appropriate name of position applied for in the blank space.

2. The Competent Authority reserves the right to withdraw the employment notice or reject any or all applications without assigning any reason thereof.
3. Selection of manpower will be based on performance of candidate in written test followed by Interview / personal interview only based on the number of applications received. As the engagement of the above positions is purely temporary on contractual basis with consolidated remuneration, the candidate to be engaged shall not claim for regularization against this employment notice at any stage.
4. The institute reserves the right to call only the requisite number of candidates for written test / interview after screening of applications received which may be informed through email / SMS/ Website of NIELIT Guwahati.
5. All original testimonials towards fulfillment of eligibility conditions shall be required to be produced by the candidates on the date of interview for verification.
6. No TA / DA will be paid for appearing in written test / interview.
7. For any other details please contact the **Phone Nos. 361-2131568, 2730269, 2731942** during working hours between 9:30 A.M to 5:00 P.M (Monday to Friday).

**Sd/-
Director**

Employment Notice No: **04/35/2017/GHY/TRG/2505**

Dated: 21st March 2018



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APPLICATION FORM FOR ENGAGEMENT AS FACULTY / TECHNICAL ASSISTANT/ ACCOUNTANT / ACCOUNTS ASSISTANT / OFFICE ASSISTANT AT VARIOUS LOCATIONS IN ASSAM UNDER NIELIT GUWAHATI

To,
The Director
NIELIT Guwahati Centre
1st & 2nd Floor, AFC Building, Md. Shah Road, Paltan Bazar,
Guwahati-781 008, Assam

**Affix recent
passport size
photograph**

1.	Employment Notice No.	Employment Notice No: 04/35/2017/GHY/TRG/2505 Dated: 21 st March 2018
2.	Position Applied For.	
3.	Name of Applicant (In block letters)	
4.	Date of Birth	
5.	Place of Birth/District/State	
6.	Category (Gen/OBC/SC/ST)	
7.	Father's Name	
8.	Mother's Name	
9.	Marital Status	Married / Unmarried (Please tick)
10.	Gender	Male / Female (Please tick)

11.	Permanent address (with phone No. & email, if any)		Address for communication (with phone No. & email, if any)	
	Address:		Address:	
	Mobile No. :		Mobile No. :	
	Email :		Email :	

12. Details of Educational Qualification (in chronological order starting from last qualification):					
Sl. No.	Examination Passed	Year of Passing	Name of Board / University / Institution	Class / Division	Percentage

13. Details of employment (starting from current employment):					
Sl. No.	Organization / Institute	Position Held	Nature of duties	Period	
				From	To

N.B: The candidates may give additional annexure to describe nature of duties in details.

14. Languages KNOWN :				
Sl. No.	Name of Language	Read	Write	Speak

15. Additional Remarks (Applicant may mention here any additional qualification, experience including that of Computer knowledge, which have not been included under the heads given above)

16. Reference (Name, Address & Mobile number of two responsible persons, not relatives, who know about your work)

17. Details of enclosures with the application:

18. Willingness to work anywhere in Assam, if selected: Yes / No

I certify that information furnished above is true / correct and complete to the best of my knowledge and belief. If found to be wrong / false at later stage, my candidature for the above position applied for shall be liable to be cancelled at any point of time.

Date:

Place:

Signature of Candidate

List of Enclosures (Self Attested)

1. Photo Identity Proof (Voter ID / Driving License / Passport).
2. Proof of Date of Birth.
3. Caste Certificate, if any.
4. Qualification Pass Certificate & Mark sheets
5. Experience Certificate, if any