



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

(Ministry of Electronics & Information Technology (MeitY), Govt. of India)

2nd Floor, RIADA Bhawan (Opposite GEL Church), Main Road, Ranchi-834001

Phone: 0651-2332554 Website: <http://nielit.gov.in/ranchi/> Email: ranchi@nielit.gov.in

General Terms & Conditions

1. Interested candidates may download the application form and get other details from <http://nielit.gov.in/ranchi/> and submit the application form along with one latest passport size photograph, one self-attested photo copy of educational Qualifications, caste/category certificate (if applicable) and work experience certificates etc. The last date of submission of application is 28-March-2018, 05.30 PM. After 28-March-2018, no application shall be considered and no communication regarding the same shall be entertained.
2. Appointment of the candidates will be done through manpower supply agency empanelled with NIELIT Ranchi
3. No TA/DA will be given for appearing in the Interview.
4. The engagement shall be initially for a period of six months or till further orders whichever is earlier. The engagement may be extended from time to time depending upon the performance of the incumbent and requirement of the Organization with the approval of the Competent Authority.
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, experience, age etc. before applying. No relevant column should be left blank.
6. The candidature of the candidates is subjected to their eligibility regarding academics, professional qualifications and experience etc and mere applying for the post does not mean that the candidate is eligible for selection/empanelment.
7. Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the services of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Ranchi.
8. Candidates are required to attach self attested copies of the following documents/certificates with the Application form to be submitted:-
 - a) Caste certificate (SC/ST), if applicable.
 - b) Category certificate (PWD), if applicable
 - c) Matriculation/10th Class/Birth certificate showing Date of Birth.
 - d) Certificates/Mark sheets of essential qualification which makes him/her eligible for applying for the post applied.
 - e) Degree certificate of higher educational qualification (10th class onwards), if any.

f) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.

g) Self Attested copy of PAN Card, if available.

h) Self Attested copy of Aadhaar Card.

Note:- In case a candidate is not in possession of a Degree Certificate, he/she must attach self attested copies of DMCs (Detailed mark sheets) of all the semesters/years relating to that degree. Non submission of the above documents may lead to cancellation/rejection of the Application Form/Candidature. Name entered in the application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

9. Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the submission of the Application Form.
10. The candidates shall have to produce the original testimonials /certificates, mentioned in point no. 8 for checking/verification of the eligibility before appearing for the interview, at the time of interview or on any other date communicated by NIELIT Ranchi. It is to be noted that without production of original certificates, application of the candidate shall not be considered further.
11. The candidate must indicate his/her email-id and mobile No. on which any communication from NIELIT Ranchi may be sent.
12. The candidate should affix his/her recent color passport size photograph (Not older than 6 months) on the Application Form before submitting it in NIELIT Ranchi.
13. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application as per their institute/university conversion formula.
14. The empanelment of the candidates will be held through interview. NIELIT Ranchi may also conduct a written test for some of the posts. The list of empanelled candidates in order of merit will be displayed on the website and on the notice board of NIELIT Ranchi.
15. The final empanelled candidate will be called for joining as per requirement of NIELIT Ranchi.
16. The appointment will be purely on contract basis, which shall not confirm any right to the employee for permanency. All Posts will be selected by a screening cum selection committee, constituted by NIELIT Ranchi for this purpose.
17. Office time, working hours, leaves and holidays will be as per norms of the organization. Duty hours will be between 9.00 AM to 5.30 PM from Monday to Friday on all working days with lunch break between 1.00 PM to 1.30 PM. He/She will be entitled to one day of Casual Leave (CL) for every completed month of service in NIELIT, which will be allowed to be accumulated only during a calendar year. In case He/she absent him/herself from duty during any month without sanction of appropriate kind of leave in his/her credit, payment of remuneration for the month will be made on pro-rata basis. In case of joining during mid of a month, a period of less than 20 days will be ignored while the period of 20 days or more shall be considered as a completed month for the purpose of leave entitlement.

18. In case of exigencies of work, he/she will be required to attend office on closed holidays e.g. Saturdays/ Sundays, holidays and beyond office hours also, as and when required. If the duties assigned requires to visit outside station, he/she has to travel to other stations according to the orders given by the Competent Authority.
19. He/she has to maintain the confidentiality of all the official information to which he/she has the access. He/She will be required at all times to maintain discipline, punctuality, absolute integrity and devotion of duty as per the rules and regulations of NIELIT /Govt. of India.
20. Engagement for the above posts may be terminated by giving 15 days notice or in lieu thereof, payment equivalent to remuneration for a half month prevailing on the date of termination.
21. Resignation from the post may be given by providing an advance notice of at least 15 days.
22. NIELIT Ranchi reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
23. All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Ranchi – www.nielit.gov.in/ranchi/. Candidates are therefore, advised to visit this website regularly regarding the empanelment process and before appearing for the interview.
24. The manpower empanelled shall not claim for the regularisation against this advertisement/selection/contractual employment.