

**National Institute of Electronics and Information Technology Shimla Centre**  
**Cedarwood Building, Lower Jakhoo, Shimla**

Website: [www.nielit.gov.in/shimla](http://www.nielit.gov.in/shimla)

Enquiry Telephone: 0177-2650613, 2804216

**Walk-in-interview/Skill Test for empanelment of technical manpower to be deployed in  
Govt. Departments on contract basis**

**Terms & Conditions:**

1. The selected candidates will be empanelled purely on contract basic and may be deployed in any. Depts. of Govt of H.P The empanelment will be valid for the period of six months or project duration whichever is less. It may be further extended based on performance of the candidate. The deployment of the empanelled candidate in any dept. is subject to his/her selection in the interview to be conducted later by the client dept. The empanelled candidate will be given three chances for selection in user department within period of 6 months from the date of empanelment.
2. The applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility before applying.
3. Incomplete application forms and candidate who fail to fulfil the eligibility criteria will be not consider for interview and no further queries /communication will be entertained in this regard.
4. No TA/DA will be provided to candidates for appearing for the interview.
5. Candidate will be posted according to the preference filled in form. However, he/she can be posted at other location, in case no vacancy exists at the preferred location.
6. The qualification of the candidates must be from University/Government recognized Institution.
7. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
8. **Candidates must bring ALL original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working) and their SELF-ATTESTED photocopies of relevant documents on the day of the interview for verification purpose. Candidate without relevant documents will not be allowed to appear in the interview.**
9. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name after passing Class- X, the evidence to that effect should be furnished at the time of interview.
10. NIELIT, Shimla has the right to accept or reject the application without assigning any reason thereof.

11. The candidates should come with duly filled form along with attested copies of certificates and the fee of Rs. 500/-through DD in favour of Director, NIELIT Shimla, payable at Shimla or by cash.
12. For the posts of Data Entry Operator, Computer Operator, Computer Operator (Accounts), Computer Operator (Steno), Tally Operator and TSP cum Computer Operator, only skill test will be conducted. There will not be any interview. The selection of candidates will be strictly on the basis of performance in Skill Test.
13. For the posts at location of Reckong-Peoh, only candidates belonging to MPAF/PAF/PAA/PAZ of Shongtong Karchham HEP, Reckong-Peoh, Himachal Pradesh will be considered.
14. The maximum age permitted to apply for above posts is 35 years as on 31.8.2016.
15. All Degree/Diploma should be from Recognized University/Govt. Recognized Institute/NIELIT for all the posts. Experience should be post qualification. The qualification enhancement along with job will not be considered for eligibility.
16. Every candidate will have to fill 3 preferred locations and NIELIT will offer posting based on preference. In case, the vacancy does not exist at 1<sup>st</sup> preferred location, offer will be given for 2<sup>nd</sup> location. In case any candidate denies 3<sup>rd</sup> offers given by NIELIT, his/her empanelment will automatically stand cancelled.
17. Candidate applying for the posts of Data Entry Operator, Computer Operator may be given offer to work in shift duties. The candidates not willing to work in shift will have to mention in relevant column of the form so that offer for such posts is not given to them.
18. For post at Sr.no.6 only candidates willing to work at locations in remote areas need to apply.
19. Application Fee once paid is non-refundable and non-transferable.
20. The application forms will not be sent by post on request.
21. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
22. Registration-cum-fees submission for the post of **MIS Manager/Programmer/Accountant** will be till 1:00 p.m. No Registration-cum-fees submission will be entertained after that.