

National Institute of Electronics and Information Technology, Ajmer Centre

Village – Kohda, Tehsil – Kekri, Kota Road, District – Ajmer (Rajasthan) 305404

Eligibility/Guidelines for empanelment of the candidates for Junior Assistant

The details of Qualification, monthly remuneration, Experience etc. for empanelment for the post of Junior Assistant is as below :

Sl. No	Position	Educational Qualification	Age	Experience	Remuneration per Month
1	Junior Assistant	Graduate in any discipline from a recognized University/Institution with at least Second Division with (NIELIT 'CCC' or NIELIT higher certification) or (Rajasthan State Certificate in Information Technology (RS-CIT))	From 21 to 35 Years	Minimum experience of at least two years in data entry. Preference will be given to candidate's having knowledge of computers, office fundamentals	Rs. 10,000/-

Interested candidates may apply in the requisite performa along with a copy of attested / self-certified testimonials and fee of Rs 500/- in cash or through Demand Draft drawn in favour of "NIELIT, Ajmer Centre" payable at Kekri. Candidates should bring all their certificates in original for the written test and interview, otherwise their candidature will be rejected summarily.

The empanelment will be based on the ratio of 60:40. 60 % based on marks secured in the Multiple Choice Question (MCQ) written examination and the remaining 40% will be based on the marks secured in interview. Multiple Choice Question (MCQ) written test of 1 hour duration comprising 50 questions of 2 marks each (50% **Computer knowledge** and 50% **General Aptitude**) followed by interview of the candidates. By combining both marks, merit list will be prepared.

Registration, Written Test and Interview

Position	Registration Date/Time	Written Test Date/Time	Interview Date/Time
Junior Assistant	4 th April 2016 (Upto 11.30 a.m.)	4 th April 2016 (1.00 p.m. to 2.00 p.m.)	4 th April 2016 (3.00 p.m. onwards)

General Instructions

The following guidelines shall be adhered to during the entire process of empanelment.

1. Registration of the applicant will be from 9.00 a.m. to 11.30 a.m. on 4th April, 2016 in NIELIT Ajmer Centre, Village Kohda, Tehsil Kekri, Kota Road, District Ajmer – 305404.
2. The application form can be obtained from NIELIT Ajmer Centre or can be downloaded from the websites <http://nielit.gov.in/> or [www.http://chandigarh.nielit.gov.in](http://chandigarh.nielit.gov.in). Candidates must

bring application complete in all respect along with one latest passport size photograph and All original mark sheets/degrees and their attested photocopies on the day of the written test and interview else they will be disqualified.

3. Candidates must bring all relevant Experience Certificates/Experience Proof Documents (in original) including the current place of working on the day of the written test and interview. Mere submission of appointment letter will not be treated as the proof for work experience.
4. The application fee of Rs. 500/- to be deposited in cash or through DD drawn in favour of "NIELIT, Ajmer Centre" payable at Kekri. The fee once paid is non-refundable and non-transferable.
5. The written test consists of topics related to **computer knowledge** and **General Aptitude**.
6. Age : The lower age limit of the candidates applying for the above mentioned post is 21 years and the upper age limit is 35 years as on 4th April 2016.
7. All candidates should enclose attested copies of their Academic Credentials while submitting filled in application forms.