



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)

**National Institute of Electronics and Information Technology (NIELIT)**

Ministry of Electronics and Information Technology (MeitY)

Telephone: 011-24363330-1-2, 24366577; 80 Fax: 011-24363335, 24363937

### **RECRUITMENT TO THE POSTS OF EXECUTIVE DIRECTOR IN NIELIT**

National Institute of Electronics and Information Technology (NIELIT) is a Scientific Society with the Ministry of Electronics and Information Technology (MeitY), Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, cyber security, etc. It is engaged in formal and non-formal education in the above areas beside project execution. It is also one of the National Examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

NIELIT is growing at a fast pace and at present has Centres/ Extension Centers at 38 locations in Agartala, Aizawl, Ajmer, Aurangabad, Ahlawalpur, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugar, Kurukshetra, Gangtok, Gorakhpur, Guwahati, Itanagar, Patna, Passighat, Ropar, Ranchi, Srikakulam, Srinagar, Imphal, Jammu, Jorhat, Kokrajhar, Kohima, Kolkata, Leh, Lucknow, Lunglei, Tezpur, Tura, Senapati, Shillong, Shimla and Silchar with the Headquarters at New Delhi. Upcoming new NIELIT Centres/extension Centers are Almora, Bhubneswar, Buxar, Daman, Haridwar, Muzaffarpur, Pali, Tezu and Tirupati.

NIELIT has vacancy against following position and looking for qualified, experienced and dynamic professionals:

- |                              |   |   |
|------------------------------|---|---|
| <b>Name of the post</b>      | : | Executive Director                          |
| <b>Number of post(s)</b>     | : | 02 (Two)                                    |
| <b>Pay Matrix</b>            | : | Level – 14 (Rs.144200-218200)               |
| <b>Method of Recruitment</b> | : | Direct Recruitment/ Transfer (absorption)   |
| <b>Age Limit</b>             | : | Upto 50 Years (Relaxation as per GOI Rules) |

(Note: the crucial date for determining the age limit shall be the closing date for receipt of applications from candidates in India and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Subdiv of HP, Andaman & Nicobar Islands and Lakshadweep).

### **Educational qualification and experience:**

- BE/ B.Tech in Computer Science /Information Technology/Electrical / Electronics / Electronics & Communications/Telecommunications with minimum 60% marks from a recognized University/ Institution or M.Sc. in Physics/ Electronics/Applied Electronics Information Technology/Computer Science with minimum 60% marks from a recognized University /Institution with 20 years experience.  
**OR**
- M.Tech/ME in Computer Science/Information Technology/Electricals/Electronics/ Electronics & Communications/Telecommunications with minimum 60% marks from a recognized University / Institution with 17 years experience.  
**OR**
- PhD in any of the above cited subjects with 12 years experience.

### **JOB RESPONSIBILITIES FOR EXECUTIVE DIRECTORS:**

The Executive Director shall be:

- i) Head of the Centre and responsible for planning, management and running of the Centre as a self sustained centre and for providing leadership on all technical, administrative and financial functions;
- ii) Responsible for Training, Quality Evaluation, Skill Certification, Development of learning material, Coordination and implementation of projects, updation of Syllabi, development and updating the admission/ registration, delivery and Examination/certification process and other activities assigned by management from time to time.

### **How to Apply:**

Candidates meeting the above eligibility conditions may submit duly signed filled-in Application Form (as annexed) complete in all respects along-with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. and a recent passport size photograph affixed on it may be sent by the last date of receipt of applications and superscribing in envelop with the post applied for and addressed to: **The Registrar, National Institute of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003.**

Person working in Government/PSUs/Autonomous organizations may sent their duly filled-in Application Form through proper channel along with photo copies of upto date ACR/APAR dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance/disciplinary clearance. Candidates are advised to submit an advance copy of the application form well before the last date. However, the application will not be considered by the Screening Committee, if it is not received through proper channel before the date of Screening.

Last date for receipt of applications is 19<sup>th</sup> September, 2017 for the candidates from Assam, Meghalaya, Arunanchal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division, and Pangi Sub-div of HP, Andaman & Nicobar Islands, and Lakshadweep and 4<sup>th</sup> September 2017 for rest of India.

## **POSTING:**

The post is transferrable based on the functional requirement of the Organisation/Govt of India.

### General Instructions:

1. NIELIT reserves the right to Revise / Reschedule / Cancel/ Suspend / Postpone / Withdraw recruitment process without assigning any reason. The decision of NIELIT shall be final and no appeal shall be entertained.
2. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
3. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment.
4. All applicants must fulfill the minimum education qualifications essential required for the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying for the post. No enquiry asking for advise as to eligibility will be entertained.
5. The decision of the Director General, NIELIT in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
6. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response therto can be instituted only in Delhi and courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
7. Before submitting application form, the candidates should carefully ensure his/her eligibility for the post applied for No relevant column of the application form should be left blank, otherwise application form is liable to be rejected.
8. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
9. Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview. No correspondence in this regard shall be entertained.
10. Number of years of experience indicated for the post is after obtaining the specified qualification for the post.
11. No TA/DA shall be paid for attending the interviews.
12. Application received after due date for whatsoever reason including postal delays shall not be entertained.
13. The person selected can be transferred to anywhere in India/abroad.
14. The offer of appointment to be issued to the Selected candidate shall be subject to verification of original certificates/ testimonials at the time of interview and completion of other pre-appointment formalities otherwise the candidature shall be rejected.

**PART-I****Proforma for Application**

Application for the post of .....

Recent pass-port  
size photograph

1. Date of Advertisement.....
2. Name in full beginning with surname (in block letters): .....
3. Father's name: .....
4. Nationality: .....
5. Marital Status: (married, single, widower or widow) .....
6. Spouse Name: .....
7. Date of birth (in Christian Era) (in figures): .....
8. Address with Pin-code, e-mail, Mobile number and Landline No.

Address	:	_____ _____ _____ _____ Pin Code _____
E-mail	:	_____ Mobile No. _____
Landline No. (R)		_____ (O) _____

9. Do you fall in any of the following categories: .....
- |     |                        |   |        |
|-----|------------------------|---|--------|
| (a) | Scheduled Caste        | : | Yes/No |
| (b) | Scheduled Tribe        | : | Yes/No |
| (c) | Ex-defence Personnel   | : | Yes/No |
| (d) | OBC                    | : | Yes/No |
| (e) | Physically handicapped | : | Yes/No |
|     | (specify type of PH)   |   |        |

10. Educational History: (from Xth Class in chronological order):

Name of Institution /Board/University	Exam/Degree	Year of Passing	Main Subject	Marks %age aggregate and Division

11. Professional Training:

Organization	Period	Details of Training

12. Employment records (from latest in chronological order):

Name & address of employer/ institution	Period of service From - To	Designation (with scale of pay)	Description of work	Whether permanent or temporary	Reason of leaving

12 (A). Details of experience in the following fields :

- I. Administration & Finance :
- II. Education/Academic :
- III. Project-Industry :
- IV. R&D including educational related research :

13. Details of present employment :

- I. Designation of the post held :
- II. Date from which held :
- III. Scale of the pay of the post :
- IV. Whether present post is held on Regular / tenure / deputation or Adhoc basis and since when :
- V. If on deputation, details of post held On regular basis / scale of pay and Since when :
- VI. Name of the organization with full Address indicating name and Designation of the contact person and Telephone / fax numbers
- VII. Category of the Organization :
  - a. Government / State Government
  - b. PSU / Autonomous Bodies
  - c. Private

14. Provide the break up of remuneration in your last/ present job:

- I. Scale of pay / Grade Pay with Basic pay per month: .....
- II. Other allowance (indicate each separately): .....
- III. Total emoluments: .....
- IV. Next increment due on : .....
- V. In case of private, please indicate cost to company (CTC).....

15. Resume of Research work / experience, if any, (one set of reprints be furnished, if available)

16. Field of special interest: .....

17. Are you under any contractual obligation to serve the Central / State Government / any other Public Sector Undertaking / Autonomous Body? If so, please furnish full details.
18. Name and address of two persons (not relatives) to whom reference can be made regarding your professional competence:  
 1).....  
 .....  
 2).....  
 .....
19. One page write-up on analyzing your experience with reference to the functions/ activities described in the advertisement.
20. Whether applying on Direct Recruitment or transfer (i.e. absorption basis)
21. Any other information you may wish to add (as separate sheet):

**DECLARATION:**

I certify that the above information is correct and complete to the best of my knowledge and nothing has been concealed / distorted. If at any time, I am found to have concealed / distorted any material information; my appointment shall be liable to be summarily terminated without notice or compensation. Also I shall, if and when required, take temporary / permanent duty in the discharge of NIELIT assignments anywhere in India or abroad.

Place: .....

Date: .....

(Signature of the candidate)

Name: .....

**PART-II**

(To be filled in by the Competent Authority in the case of Candidates who are presently working in Government / PSUs/ Autonomous Organizations)

Certified that:-

- I. The information given above by the offers is correct
- II. No vigilance / disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature: .....

Name: .....

Designation: .....

Department /

Organization: .....

(Seal)

Place: .....

Date: .....