

## INSTRUCTIONS FOR CANDIDATES

- 1) Interested candidate may fill up the application present at Annexure A along with these instructions(<http://nielit.gov.in/ajmer/recruitments>)
- 2) Filled application along with one latest passport size photograph (self attested photo), copy of Educational Qualifications, caste/category (if applicable) and work experience certificate etc. and fee details shall be email/submitted to [dir-ajmer@nielit.gov.in](mailto:dir-ajmer@nielit.gov.in) up to 06<sup>th</sup> September,2021(Monday)by 05:00PM,.
- 3) Application fee ( non-refundable) of Rs. 500/- per application for General/OBC candidates and Rs. 250/-per application for SC/ST/PwD/Women candidates shall be submitted in.

Account Name:- NIELIT Ajmer  
Account Number:- 00000031 75342 1943  
IFSC Code:- SBIN0003628  
Branch Address:-ADB KEKRI

Application fee once paid will not be refunded in any case. No application will be considered without applicable application fee. Candidates applying for number of posts shell submit Separate application form for separate posts along with required fees.

- 4) The advertised posts are purely on contract basis with consolidated remuneration; initially for a period of SIX MONTHS and may be extended further up to maximum of one year depending on the performance of the candidate.
- 5) It is the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, experience and age etc. before applying. No relevant column should be left blank.
- 6) The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and experience etc. and mere applying for the post does not mean that candidate is eligible for selection/empanelment.
- 7) Applications are subject to further scrutiny at any point of time during the period of contract. At any time, 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 contract of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Ajmer.
- 8) Higher remuneration may be considered for the candidates having higher experience in the specified area.
- 9) Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted:-
  - a) Caste certificate (SC/ST), if applicable.
  - b) Disability certificate (PWD), if applicable.
  - c) Matriculation/10<sup>th</sup> Class certificate showing Date of Birth.

- d) Degree/certificate of essential qualification which makes him/her eligible for applying for the post applied.
- e) Degree certificate of higher educational qualification, 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) Attested copy of Aadhaar Card.
- h) Transaction Slip of Fee Deposition.

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

- 10) Any request for change of particulars like, father's name, address etc. will not be entertained at a later stage after the submission of the Application Form.
- 11) The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT Ajmer may be sent.
- 12) The candidate should affix his/her recent colored passport size photograph on the Application Form before submitting it in NIELIT Ajmer.
- 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 on the basis of qualification, experience and Interview. The list of empaneled candidates in order of their merit will be displayed on the website and on the notice board of NIELIT Ajmer.
- 15) The final empaneled candidates will be called for joining as per requirement of NIELIT Ajmer.
- 16) NIELIT Ajmer reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
- 17) All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Ajmer-(<http://nielit.gov.in/ajmer/recruitments>) Candidates are therefore, advised to visit this website regularly regarding the empanelment process and before appearing for the interview.
- 18) The manpower empaneled shall not claim for the regularization against this Advertisement/Selection/Contractual Employment.
- 19) In case any dispute decision of the competent authority will be final.

Sd/-

Director In-Charge