

An Autonomous Scientific Society under the administrative control of
Ministry of Electronics & Information Technology (MeitY), Government of India
Office :RIADA Bhawan 2nd Floor Main Road Ranchi-834001

Terms & Conditions

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility.
2. No. of post advertised may vary depending upon requirement.
3. The Assignment shall be on contract initially for 1year& extendable based on performance & need up to the duration of the scheme. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, the contract of candidate will be terminated.
4. Interview to the advertised positions shall be held in Walk-in (Offline mode) at **NIELIT Ranchi RIADA Bhawan 2nd Floor Main Road Ranchi 8340001**. NIELIT shall not be responsible in any circumstances due to which the candidate is unable to attend the Interview; candidature of such candidates shall summarily be rejected.
5. Interview to date shall be intimated through email or shall be updated on the NIELIT website under Recruitment (<https://nielit.gov.in/ranchi/recruitments>). Candidates are advised to check the website regularly for any information
6. The engagement shall be liable to terminate at any time by giving notice of 30 days from either side or payment of proportionate remuneration in lieu of.
7. Interview to the advertised positions shall be held in Offline/Online mode and applicants shall ensure availability of Desktop PC/Laptop with Camera & Speakers, network connectivity with proper bandwidth. NIELIT shall not be responsible for any disconnection during the interview or the candidate unable to join the interview; such candidates shall summarily be rejected.
8. A processing fee of **Rs. 236/- (Rs. 200/- + GST @18%)** is to be deposited through online mode only in bank account given here under:

Bank name: Bank of India
Account Holder :NIELIT Ranchi
A/c No. : 490210210000027
IFSC Code :BKID0004902
Bank Address: CLUBSIDE Branch

The details of processing fee payment i.e. transaction no, date, amount is to be filled in application form and receipt of same should be submitted/attached along with the application form.

9. Applicants are required to come with original documents along with a set of self-attested

copies of documents and submit the hardcopy of dully filled application form, processing fee payment receipt directly on prescribed date and time as per the interview schedule, the list of documents to be attached or produce at the time of interview are given below-

- Marksheet of Class X
- Marksheet of Class XII
- Qualification Degree/Certificate & Final consolidated Marksheet clearly mentioning aggregate percentage or CGPA as per the post applied. If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.
- Self-attested experience certificate (including the experience letter from the current place of working)
- Last three-month Payslip or Bank Statement of last three months showing salary credited.
- Date of Birth Certificate
- Aadhaar Card
- Resume of candidate

10. Successful submission of application will be considered only after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process.

11. Duly filled offline/online application, self-attested supporting documents & ONLINE/NEFT/RTGS fee payment receipt should be submitted on or before **24-01-2025** between 09:00 AM to 11:30 AM by the candidate to the address given below: **NIELIT Ranchi RIADA Bhawan 2nd Floor Main Road Ranchi -834001**. Applications can also be submitted online through email at **ranchi@nielit.gov.in**

12. Interview shall be conducted In-Person as per the interview schedule, on **30.01.2025, 10:30 AM** onwards at the address mentioned below: - **NIELIT Ranchi RIADA Bhawan 2nd Floor Main Road Ranchi -834001**

13. If there are more number of applications, NIELIT may conduct interviews on the next working day(s) or may conduct written exams or set additional criteria like minimum percentage in essential qualification to shortlist the applications.

14. Candidates are advised to check the website regularly for any information

15. Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.

16. The qualification of the candidates must be from a recognized University/Institution.

17. Pursuing candidates and candidates awaiting result are not eligible to apply.

18. Work done during internship will not be counted toward experience.

19. Name of the Applicant in application form must be same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to class X, the evidence to that effect should be furnished at the time of interview.

20. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
21. NIELIT reserves the right not to fill any vacancy advertised, also NIELIT has the right to accept or reject the application without assigning any reason thereof.
22. NIELIT reserves the right to cancel the process of recruitment at any stage for the advertised post(s) without assigning any reason.
23. The candidate(s), who qualify the Interview, will be called for Document Verification. On or before the joining. Date and time for document verification will be communicated through SMS/email. Any change in submitted physical documents shall lead to cancellation of candidature.
24. Applicants are advised to visit the website of NIELIT <https://www.nielit.gov.in/ranchi/recruitments/> for any updates.
25. The place of deployment will be Ranchi. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.
26. The selected candidates may be required to visit different district locations in Jharkhand for the implementation of the project. TA/DA as per rules will be provided to the candidates in such case.