

राष्ट्रीय इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं.)
National Institute of Electronics and Information Technology (NIELIT)
(An Autonomous Scientific Society of Department of Electronics and Information Technology)
Ministry of Communications and Information Technology, Government of India
Electronics Niketan, 6, CGO Complex, New Delhi – 110003
Phone: 011-24363936, 24363330/1/2 Fax: 011-24363937, 24363335;
Website: <http://www.nielit.gov.in>



RECRUITMENT TO THE POSTS OF DIRECTOR

NIELIT, an organization with Department of Electronics and Information Technology, Ministry of Communications & Information Technology, Govt. of India, is a premier organization in the field of Capacity Building and Skill Development in the formal and non-formal sector. NIELIT is looking for suitable, qualified, experienced and dynamic professionals for the following positions:

Name of the post	Director	Director
Number of post(s)	02	01
Scale of Pay :	PB-4: Rs. 37400-67000 with GP Rs. 10,000/-	PB-4: Rs. 37400-67000/- with GP Rs. 8,900/-
Method of Recruitment	Direct Recruitment	Direct Recruitment
Age Limit	Upto 50 years for Direct Recruitment (Relaxation as per the Government of India Rules).	Upto 45 years for Direct Recruitment (Relaxation as per the Government of India Rules).

The age/experience will be reckoned as on the last date of receipt of applications.

POSTING:-

At present these posts are vacant for Director at Aurangabad, Aizawl and Imphal. However, these are transferable posts based on requirement.

For application proforma and detailed advertisement regarding eligibility conditions such as age, qualification, experience, etc. required for the posts, please visit NIELIT website: www.nielit.gov.in, or NIELIT Centre website.

Filled in application complete in all respects may be sent through email to recruitment@nielit.gov.in. A print out of application form alongwith testimonials must reach the Additional Director (P&A), National Institute of Electronics and Information Technology (NIELIT), Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003 by October 30, 2015.

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)
National Institute of Electronics and Information Technology (NIELIT)
Department of Electronics and Information Technology (DeitY)
Ministry of Communications and Information Technology, Government of India
Telephone: 011-24363330-1-2, 24366577-79,80 Fax: 011-24363335,24363937

RECRUITMENT TO THE POSTS OF DIRECTOR NIELIT

National Institute of Electronics and Information Technology (NIELIT) is an organization with Department of Electronics and Information Technology (DeitY), Ministry of Communications and Information Technology, 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 crime 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 rapid pace and has its own offices in 31 cities i.e. Agartala, Aizawl, Ajmer, Aurangabad, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Gangtok, Gorakhpur, Guwahati, Itanagar, Patna, Srinagar, Imphal, Jammu, Jorhat, Kohima, Kolkata, Leh, Lucknow, Lunglei, Tezpur, Ranchi, Senapati, Shillong, Shimla, Srikakulam and Silchar with the Headquarters at Delhi.

NIELIT has vacancies against following positions and looking for qualified, experienced and dynamic professionals for the following positions:

- 1) **Name of the post** : Director
Number of post(s) : 02
Scale of Pay : PB-4: Rs. 37400-67000 with GP Rs. 10,000/-
Plus usual allowances as per GoI Rules.
Method of Recruitment : Direct Recruitment
Age Limit : Upto 50 years for Direct Recruitment (Relaxation as per the Government of India Rules).
The age/experience will be reckoned as on the last date of receipt of applications.

Educational qualification and experience:

- Ph.D (Engineering / Science) with 10 years experience
OR
- M.Tech./M.E. in the area of Information, Electronics, Communication Technology / Electrical/Mechanical / Production / Industrial Design etc. **OR** equivalent qualification with 15 years experience.
OR
- B.E. / B.Tech./ B.Sc. Engg. in the area of Information, Electronics, Communications Technology / Electricals/ Mechanical / Production / Industrial Design etc. **OR** equivalent with 20 years experience.

- 2) **Name of the post** : Director
Number of post(s) : 01
Scale of Pay : PB-4: Rs. 37400-67000/- with GP Rs. 8,900/-
Plus usual allowances as per GoI Rules.
Method of Recruitment : Direct Recruitment
Age Limit : Upto 45 years for Direct Recruitment (Relaxation as per the Government of India Rules).

The age/experience will be reckoned as on the last date of receipt of applications.

Educational qualification and experience:

- BE / B.Tech. / M.Sc. (Electronics /Applied Electronics/Physics) or equivalent Degree in the area of Information / Electronics / Computers / Communications Technology / Electrical / Mechanical / Production / Industrial Design with minimum 60% marks from a recognized University / Institution.

Experience: 15 years in Industry / Education / Education related research / Management in the area of Information / Electronics / Computers /Communication Technology.

OR

- M.E / M.Tech Degree in the area of Information, Electronics & Communications Technology/ Electrical / Mechanical / Production / Industrial Design with minimum 60% marks from a recognized University / Institution.

Experience: 12 years in Industry / Education / Education related research / management in the area of Information / Electronics / Communication Technology.

OR

- Ph.D in Science / Engineering from a recognized University / Institution.

Experience: 10 years in the above area (out of the above mentioned experience, atleast 03 years should be in immediate lower scale i.e. 14,300-18,300 (pre-revised), revised PB-4; with Grade pay of Rs. 8700/-) or equivalent.

JOB RESPONSIBILITIES FOR DIRECTOR:

The 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 & Examination / certification process and other activities assigned by management from time to time.

How to Apply:

Candidates meeting the above eligibility conditions may download the format available in website www.nielit.gov.in or NIELIT Centre's website. Duly signed filled-in Application Form 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, by the last date of receipt of applications and superscribing the envelope with the post applied for and addressed to: **The Additional Director(P&A), National Institute of Electronics and Information Technology, Electronics Niketan, 6, CGO Complex, Lodhi Road, New Delhi-110003.**

Persons working in Government/PSUs/Autonomous organizations may send 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. **Last date for receipt of applications is 30 October 2015.**

POSTING:-

At present these posts are vacant at Aurangabad, Aizawl and Imphal. However, these are transferable posts based on requirement.

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 processes, 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 essentially 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 advice as to eligibility will be entertained.
5. The decision of the Managing Director, 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 thereto 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. Candidates applying for more than one post should submit separate applications for each post separately.
9. Applications which are not in conformity with the requirement indicated in the advertisement are liable to be rejected.
10. 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.
11. Number of years of experience indicated for the post is after obtaining the specified qualification for the post.
12. No TA/DA shall be paid for attending the interviews.
13. Application received after due date for whatsoever reason including postal delays shall not be entertained.
14. At present the place of posting is as indicated in the advertisement. However, the persons selected can be transferred to anywhere in India.
15. The offer of appointment is 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.

Proforma for Application

Application for the post of **DIRECTOR NIELIT** with GP of Rs. _____

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.(R)

Address	:	<hr/> <hr/> <hr/> <hr/> <div style="text-align: right;">Pin Code _____</div>
E-mail	:	_____ Mobile No. _____
Landline No. (R)		_____ (O) _____

- 8 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 which type of PH)

9 Educational History: (from Xth Class in chronological order):

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

10. Professional Training:

Organization	Period	Details of Training

11. 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

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

- (i) Administration & Finance :
- (ii) Education/Academic :
- (iii) Project-Industry :
- (iv) R&D including educational related research :

12 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

13. Provide the detail 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).....

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

15. Field of special interest:

16. 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.

17. Name and address of two persons (not relatives) to whom reference can be made regarding your professional competence:

1).....

2).....

18. One page write-up on analyzing your experience with reference to the functions / activities described in the advertisement.

19. Whether applying on Direct Recruitment or transfer (i.e. absorption basis)

20. 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 officer is correct
- ii) No vigilance / disciplinary proceedings are either pending or contemplated against the above mentioned officer.

Signature:.....

Name:.....

Designation:.....

Place:

Department /

Organization:.....

Date:

(Seal)