

National Institute of Electronics and Information Technology (NIELIT) Chandigarh
Birla Farms, Bada Phull, Near IIT Ropar, Rupnagar (Ropar) – 140001, Punjab
Phone Nos. 01881-257008, 257032

Website : www.nielit.gov.in/chandigarh/recruitments

Advt-No. : FMG-03/03-2024

Dated : 13-03-2024

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for six contractual posts of Data Entry Operator to be deployed with a client department at Amritsar, Gurdaspur, Patiala, Ropar(2) and Nawanshahar

1. Candidates are advised to visit our website - nielit.gov.in/chandigarh/recruitments for downloading the prescribed Application Form, essential qualifications, post-qualification experience (if required) and other relevant details etc. regarding the post(s) advertised.
2. Interested and eligible candidates are invited to submit their Application Form etc. in person and appear in the computer based typing test in English, of 10 minutes duration, followed by interview of those qualifying the test, as per schedule given below :-

Venue: NIELIT Ropar - Birla Farms, Bada Phull, Rupnagar, Punjab-140001 on 27-03-2024						
SN	Designation	No. of Requirements	Submission of Application Form etc	Checking of eligibility etc	Typing Test	Interview
1	Data Entry Operator	6	10:00 am to 1:00 pm	10:00 am onwards	11:00 am onwards	11:45 am onwards

3. The candidates must bring all their original testimonials/certificates for checking of their eligibility at the time of submitting their Application Form.
4. In case of any change for whatsoever reason(s), in the interview date or time, the revised venue/schedule, shall be displayed on the website of this Centre only and no individual intimation will be sent.
5. The application form(s) of the candidates received in NIELIT Chandigarh by post/courier will neither be considered nor sent back.
6. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form, non-refundable Fee etc. The candidates are required to submit their Application Form etc for checking of eligibility and original testimonials at NIELIT Chandigarh Rupnagar Campus and only the eligible declared candidates will be allowed to appear in the typing test and interview, to be held on the same day **i.e. 27-03-2024(11:00 am onwards)**.
7. Following Application fee is payable, separately for each post, in the shape of Bank Draft/Bank Pay Order drawn in favour of "**NIELIT Chandigarh**", payable at Rupnagar(Ropar) :-
 - (i) SC, ST, Person with disability(PWD) & Women - Rs 250/-
 - (ii) All Other Categories - Rs 500/-Candidates can also pay the application fee by swiping the Debit / Credit Card on the POS Machine available in the office.

8. The applicants are advised to ensure that their Name, Date of Birth and Gender (if printed) on the essential qualification certificates and Aadhaar Card are identical. They must get it corrected before applying for the post(s) advertised.
9. The requisite experience, if required, for the post(s) will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
10. Canvassing in any form may lead to cancellation of candidature.
11. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in the walk-in-interview does not mean that the candidate is eligible for selection/empanelment.
12. The post(s) advertised is purely contractual and co-terminus with the Project/requirement of the client department.
13. Candidates are required to attach **legible self attested** copies of the following documents/certificates with their Application form :-
 - a) Prescribed Application Fee in the shape of a Bank Draft/Pay Order payable at Rupnagar(Ropar), Punjab or POS machine receipt.
 - b) SC/ST or PWD certificate, if applicable.
 - c) Matriculation/10th Class certificate showing Date of Birth.
 - d) Degree/Certificates 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 post qualification experience certificate(s), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - g) A copy of Aadhaar Card.
 - h) A copy of PAN Card.
 - i) A copy of first page of bank account passbook where his/her name, address and bank particulars are printed.

The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of above documents are not attached.

In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree. Non-submission of the above documents/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.

14. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.
15. The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the initial closing date for applying to the advertised post(s) i.e. **27-03-2024** which will remain unchanged even in case of extension of the closing date for submission of the application.
16. Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, 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 services of the deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.

17. The selection/empanelment for this post will be through a computer based typing test in English of 10 minutes duration. The candidates qualifying the test with a speed of 25 correct words per minute will have to appear in the interview and 15 marks have been allocated for the subject knowledge of the candidate and 15 marks for inter-personal skills.

In case of two or more candidates with the same marks in the interview or selection/empanelment list, the candidate who is elder (age wise) will be given higher rank/more weightage.

18. No TA/DA will be paid appearing in the test / interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
19. During the contractual engagement, the place of posting may be changed as per the requirements of the client/project/section without any relocation benefits/compensation.
20. The candidate **must** mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT Chandigarh may be sent. This Centre will not be responsible for invalid email-id or mobile numbers mentioned by the candidate in his/her Application Form.
21. If at any stage of engagement, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her engagement shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the advertised post(s).
22. The selected/empanelled candidates shall have to produce the **original** testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual engagement.
23. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
24. The following is the bifurcation of the consolidated remuneration payable for this post : -

Post	Basic Pay	HRA	Med. & Other allow.	Gross Salary	Employee's share of EPF	Net Salary	Employer's share of EPF	CTC
DEO	10190	1528	1019	12737	1223	11514	1325	14062

25. In case of any inadvertent mistake in the process of selection/empanelment, which may be detected at any stage even after issuing an engagement letter, NIELIT Chandigarh reserves the right to modify / withdraw / cancel any communication sent to the applicant / candidate / deployed manpower.
26. The decision of the Executive Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
27. All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT Chandigarh – **www.nielit.gov.in/chandigarh/recruitments**. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.
