

**NIELIT CHANDIGARH, ROPAR CAMPUS****Details of essential qualification, experience etc. required for the post of Consultant(Examination)**

कंसल्टेंट(परीक्षा) पद के लिए आवश्यक योग्यता, अनुभव आदि का विवरण।

Sr. No. क्रमिक संख्या	Name of the Post पद का नाम	No. of Post(s) पदों की संख्या	Place of Posting पोस्टिंग की जगह	Monthly consolidated Remuneration / मासिक समेकित पारिश्रमिक	Duration of Contract अनुबंध की अवधि	Essential Qualification आवश्यक योग्यता	Post Qualification Work Experience/Skills योग्यता के बाद का कार्य अनुभव / कौशल	Job Role and Responsibilities	Age Limit (Years) आयु सीमा (वर्ष)	Remarks
1	Consultant (Examination)	2	Rupnagar	Rs. 35000/- to Rs. 42000/- (Depending on Qualification and Experience)	One year	Retired employees from Central Government / State Government / PSU / Autonomous Bodies (Level-9 or above) having minimum Graduate degree from a recognised University.	20 years or above in the relevant field. Should have thorough knowledge of examination activities in addition to knowledge of VFP, MS-Office etc. Should be well versed with the recruitment rules.	To assist and perform various exam related activities. It includes note writing, Performa invoice / bill making, Pre-exam, Conduct of exam and Post exam activities, checking of various reports pertaining to exam like selection list etc. Sound knowledge of interpretation of recruitment / exams rules.	63	<p>a. Preference will be given to the applicants, who have retired from Central / State Govts, PSUs, Autonomous Bodies, Universities and possessing practical knowledge, adequate experience in the field of Examination Projects i.e. Pre-exam, conduct of exam, post exam etc .</p> <p>b. Persons possessing experience of working on recruitment examination activities would be accorded preference during selection / appointment.</p> <p>c. Possessing effective communication (both oral and written) and interpersonal skills with a strong flair for in-depth knowledge of examination projects.</p> <p>d. The applicant must have had unblemished Service record.</p> <p>e. No retired Government Servant shall be eligible for appointment as a Consultant unless there is a gap of fifteen (15) days between his/her retirement and appointment as a Consultant</p>

Selection Criteria:- चयन मानदंड :-

- a) Walk In Interview (ख) वाक इन साक्षात्कार