

NIELIT CHANDIGARH

Details of essential qualification, and post qualification experience etc. for different posts on contract basis advertised in the
“The Times of India” and **“Daily Ajit”** dated **13/05/2016**

S N	Name of the post	No. of posts	Period of contract	Monthly Consolidated Remuneration per month	Minimum Essential Qualification	Experience	Job role and responsibilities	Punjabi passed in Matric	Place of posting	Duty in Shifts	Age Limit (years)
1	Database Administrator	01	Upto 30/06/17	Rs 23800/-	B.Tech(Computer Science/ Information Technology) OR MCA And having knowledge of Punjabi.	Candidate must have proficiency with atleast two years experience in software development, Database Management Systems & .NET application development, Java.	As given in Annexure-B	Yes	Chandigarh	No	18 to 37 years (Relaxation for 5 years in case of SC / ST/ Ex-serviceman candidates)
2	Senior Faculty (Multimedia)	01	Initially upto 31/12/16	Rs 15500/-	Graduate / “A” Level of NIELIT AND Diploma/ Certificate course in Multimedia and Animation.	1 year working/ teaching experience in the area of multimedia and animation (candidates will be required to demonstrate his/her work (soft / print copy) at the time of interview	Conducting Theory and practical classes alongwith other related work.	No	Mohali	No	18 to 35 years

3	Front Office Counsellor	01	Initially upto 31/12/16	Rs 15500/-	Graduate having knowledge of computer	NIL	Handling students queries, admissions and attending phone calls/queries.	No	Mohali	No	30 years
4	Data Entry Operator	12	Upto 30/06/17	Rs.12000/-	<p>10+2 with 60% marks and should have passed "A" level examination conducted by NIELIT (erstwhile DOEACC) Department of Electronics and Information Technology(DietY), Govt. of India with atleast 55% marks</p> <p>OR</p> <p>10+2 with 60% marks and 3 years Diploma in Modern Office Practice with atleast 50% marks from a Diploma level institute duly recognized by State Board of Technical Education.</p> <p>OR</p> <p>BCA/B.Sc.(Computer Science or Information Technology) with atleast 50% marks.</p> <p>The candidate must have passed Punjabi at matric level.</p>	<p>Candidate must have proficiency in data entry work with atleast 6 month experience.</p> <p>Must have knowledge of Punjabi and English typing.</p>	Regarding feeding data of Electronic Machines into the computers.	Yes	<p>2 posts each at – Chandigarh & Moga.</p> <p>1 post each at Pathankot, Ludhiana, Ropar, Jalandhar, Hoshiarpur, Nangal, Batala, and Jagraon.</p>	Yes	<p>18 to 37 years</p> <p>(Relaxation for 5 years in case of SC / ST/ Ex-serviceman candidates)</p>

5	Adda Fee Collector	09	Upto 30/06/17	Rs.10820/-	<p>Should have passed 10+2 from Govt. recognized board or institution, must have passed Punjabi at matric level.</p> <p>One year course in computers / I.T from a recognized institute.</p> <p>The eligible candidates shall be required to pass the Computer Type Test in English to be eligible for interview.</p>	<p>Must have experience of data entry and knowledge of the Punjabi and English typing</p>	To collect Adda fees etc.	Yes	Jalandhar	Yes	<p>18 to 37 years</p> <p>(Relaxation for 5 years in case of SC / ST/ Ex-serviceman candidates)</p>
6	Computer Operator	01	Upto 30/06/17	Rs.12000/-	<p>10+2 with 60% marks and should have passed "A" level examination conducted by NIELIT (erstwhile DOEACC) Department of Electronics and Information Technology(DietY), Govt. of India with atleast 55% marks</p> <p>OR</p> <p>10+2 with 60% marks and 3 years Diploma in Modern Office Practice with atleast 50% marks from a Diploma level institute duly recognized by State Board of Technical Education.</p> <p>OR</p> <p>BCA/B.Sc.(Computer Science or Information Technology) with atleast 50% marks.</p> <p>The candidate must have passed Punjabi at matric level</p>	<p>Candidate must have proficiency with atleast one year experience in computer operations.</p>	As given in Annexure-A	Yes	Chandigarh	No	<p>18 to 37 years</p> <p>(Relaxation for 5 years in case of SC / ST/ Ex-serviceman candidates)</p>

7	Accounts clerk Cum Data Entry Operator	01	Upto 30/06/17	Rs.12000/-	B.com First Division knowledge of computers/Data Entry and Professional Experience of atleast 2 years	<p>Candidate must have knowledge of computer / Data Entry and professional experience of 2 years in accounts / finance.</p> <p>Must have knowledge of Punjabi and English typing</p>	Regarding Accounts, office administration and maintenance of data, to assist Manager (Bus Stand)	Yes	Jalandhar	No	<p>18 to 37 years</p> <p>(Relaxation for 5 years in case of SC / ST/ Ex-serviceman candidates)</p>
8	IT Assistant	01	31/12/16	Rs. 9600/-	<p>BCA</p> <p>OR B.Sc(CS/IT)</p> <p>with atleast 60% marks from a recognized university.</p>	<p>Atleast 6 months experience in office management in a Govt. / private Sector.</p> <p>Preference will be given to the candidate having Computer Typing skill in Hindi.</p>	Assist in the office management, data entry of forms, file management, correspondence etc. in Hindi and English.	No	Mohali	No	35 years

9	Technical Assistant	01	31/12/16	Rs. 9600/-	Graduate with one year Diploma in Computers i.e. "O" or "A" Level of NIELIT (erstwhile DOEACC) OR PGDCA OR BCA OR B.Sc(CS/IT)	NIL	Assist in managing Unix based servers and line printers.	No	Mohali	Yes	30 years
---	---------------------	----	----------	------------	---	-----	--	----	--------	-----	----------

Note : For posts at Sr. No. 4 to 9, EPF is applicable.