National Institute of Electronics and Information Technology (NIELIT) Chandigarh
Birla Farms, Bada Phull, Rupnagar(Ropar) – 140001, Punjab
Phone Nos. **01881-257032**, 98773-00659, 98761-02112
Website:www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for two contractual posts of "Assistant Programmer" at Jalandhar and Ludhiana and two contractual posts of "Computer Operator" at Mohali advertised in the "The Tribune" (English, Chandigarh and Jalandhar Editions) newspapers dated 05/01/2021

Non-refundable Application fee of Rs 500/- (Rs 250/- for SC, ST, Person with Disability(PWD) and Women candidates) **per application** is payable through Bank Draft/Bank Pay Order only

1. Candidates are advised to visit our website **nielit.gov.in/chandigarh** for downloading the prescribed Application Form, essential qualifications, post-qualification experience required and other relevant details etc.

2. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before submitting his/her Application Form etc. at the time of walk-in-interview to be held on **08/01/2021 (11.45 am onwards). The candidates are required to report at the above mentioned address of NIELIT Chandigarh at Rupnagar(Ropar) between 11.00 am to 1.00 pm.**

3. The date for walk-in-interview can be changed subject to the circumstances caused due to spread of COVID-19.

4. 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/-

5. Before submitting the Application Form, the candidate must ensure and satisfy that his/her Name, Father's Name and Date of Birth are identical in his/her Aadhaar Card, PAN Card and Bank account details otherwise the Application Form is liable to be rejected at any stage.

6. The requisite experience, if required, for the posts will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).

7. 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 posts(s) i.e. **08/01/2021** which will remain unchanged even in case of an extension of the closing date for submission of the application.

8. The candidates must bring all their original testimonials/certificates for checking/verification on 08/01/2021.

9. 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 for the post(s) does not mean that the candidate is eligible for selection/empanelment.

10. Candidates are required to attach **self attested** copies of the following documents/certificates with their Application form at the time of walk-in-interview :-
    a) Prescribed Application Fee in the shape of a Bank Draft/Pay Order payable at Rupnagar(Ropar), Punjab.
    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) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
    g) A copy of PAN Card.
    h) A copy of Aadhaar Card.
    i) A copy of first page of bank 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.

    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 may lead to cancellation/rejection of the Application Form/Candidature.

11. The Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.

12. 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.

13. The posts advertised are purely contractual and co-terminus with the Project.

14. Gratuity and pension are not payable in this contractual employment irrespective of the duration of employment.

15. The number and location of posts may vary as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.

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 candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.

17. For preparing selection/empanelment list, 15 marks will be for the presentation of the candidate and 15 marks for the interview. In case of two or more candidates with the

same overall marks, the candidate who is elder(age wise) will be given higher rank/more weightage.

18. No TA/DA will be paid for the same for appearing in the walk-in-interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.

19. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section requirements.

20. The candidate must mention his/her email-id and mobile number in the application form on which any communication from NIELIT Chandigarh may be sent.

21. If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment 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 employment.

23. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.

24. 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).

25. The break-up of the consolidated remuneration payable is given below:-

S N	Post Name	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Total monthly remuneration (Rs.)	Employees share of EPF @ 12% of Basic Pay	Net amount payable
	1	2	3	4	5=2+3+4	6	7= 5 - 6
1	Assistant Programmer	8240	1236	824	**10300**	989	9311
2	Computer Operator	8169	1225	800	**10194**	980	9214

Employer's share of EPF, as applicable, shall be paid extra.

26. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.

27. **All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh. Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire selection/empanelment process**.

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