

National Institute of Electronics and Information Technology (NIELIT), Chandigarh
Birla Farms, Bada Phull, Rupnagar (Ropar)-140001, Punjab

Phone Nos. 01881-257032, 98773-00659 Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of candidates for one contractual post each of **Database Administrator, Software Expert(JAVA), Software Expert(PHP), ten posts of IT Analyst and 60 posts of Data Entry Operator** with a client department at different locations in Punjab and against Recruitment Notice No. FMG-02/02-2021 advertised in “**The Tribune**” (Punjabi, Chandigarh & Bathinda Editions) and “**Ajit**” (Punjabi, Jalandhar Edition) newspapers dated 25/02/2021 and also displayed on the website of this Centre

Non-refundable Application fee of Rs 500/- (Rs 250/- for SC, ST, Person with Disability (PWD) and Women candidates) is to be paid online through Debit Card /Credit Card / Netbanking only

For any problems faced in filling up the online application form or in paying the application fee or for any clarifications regarding this online application form, the applicant may contact at 98773-00659 or 98761-02112

1. Candidates are advised to visit the website – nielit.gov.in/chandigarh for downloading the detailed instructions/guidelines, essential qualifications, post qualification experience, 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. Application will be accepted through ONLINE mode only at our website - <http://nielit.gov.in/chandigarh> which will remain open from **25/02/2021 (11.30 am)** to **03/03/2021 (8.00 pm)**. No other mode of application will be accepted.
3. The last date for application can be changed subject to the circumstances caused due to spread of COVID-19.
4. **Regarding payment of Application Fee (payable separately for each post) :-**
 - a) Non-refundable application fee as mentioned above is to be paid online only.
 - b) In case a message “Transaction Unsuccessful/Transaction Declined/Transaction Failed” is shown to the applicants at the time of filling online application form, it means that the requisite fee has not been received. The candidate must ensure that his/her payment is not being shown as “pending” in the payment status field displayed after checking View/Print Application menu available on the Home Page of the website.
 - c) In case payment of Application Fee is successfully made by the applicant, message of successful transaction will be shown followed by display of payment details from where the candidate can note down/print the transaction details of the payment made, for future reference and record.
 - d) In case the candidate is not able to submit fee online by the closing date and time or the application is otherwise incomplete his/her candidature will be summarily rejected.

5. After submitting the Application Form online, the candidate must take a printout of the Application Form, **before the last/closing date & time i.e. 03/03/2021 (8.00 pm)**. The Application Form bearing a unique Online Application Form Number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.
6. The candidate will have to submit original signed copy of the downloaded Application Form with a photograph pasted at the marked location, alongwith attested copies of their testimonials (**mentioned at Sr. No. 12**) for submission as per the requirement of NIELIT.
7. 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 applying online.
8. 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.
9. The requisite experience (if any) for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
10. 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 closing date for applying online i.e. **03/03/2021**, which will remain unchanged even in case of extension of the closing date for submission of the application.
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 MCQ test and interview does not mean that the candidate is eligible for selection/empanelment.
12. Candidates are required to attach attested copies of the following documents/certificates with their downloaded Application Form : -
 - a) Caste certificate (SC/ST), if applicable.
 - b) Category certificate(PWD), 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) Attested copy of PAN Card.
 - h) Attested copy of Aadhaar Card.
 - i) Attested copy of first page of bank passbook where his/her name, address and bank particulars including IFSC code are printed.

The candidate must affix his/her **recent coloured passport size 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(s)/Candidature.

13. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application 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.
14. The candidate must indicate his/her email-id and mobile number while applying online, on which any communication from NIELIT Chandigarh may be sent.
15. Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.
16. The posts advertised are purely contractual and co-terminus with the Project.
17. Gratuity and pension are not payable in this contractual employment irrespective of the duration of employment.
18. In emergent condition or on directions given by Senior Officers, employees have to attend office without delay during holidays or after the working hours
19. The number and location of posts may vary/change anytime as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project/client department but the employment shall continue to remain on contractual basis without any scope of regularization.
20. 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 NIELIT Chandigarh may initiate legal proceedings against the candidate.
21. The selection/empanelment of the candidates for the post(s) of Database Administrator, Software Expert(JAVA), Software Expert(PHP) and IT Analyst will be through online/offline test and subsequently online/offline interview of the shortlisted candidates. The test will be of one hour duration in English, consisting of 50 Multiple Choice Questions (MCQ) of 2 marks each (70% Computer Science and 30% General Aptitude).
22. For preparing a selection/empanelment list, 70 marks will be allocated for the MCQ Test, 15 marks for presentation of the candidate before the Selection Committee and 15 marks for the interview. A maximum number of candidates, equal to 5 times the number of post(s) advertised, who secure 40% or higher marks in the MCQ test, in order of merit, will be considered qualified for the interview.
23. The selection/empanelment of the candidates for the post(s) of DEO will be on basis of the computer based typing test in English, of 10 minutes duration. The merit list will be prepared on the basis of correct words per minute typing speed achieved by the candidates.

24. In case of two or more candidates with the same typing speed (for DEO posts) Test or in the selection/empanelment list (for rest of the posts), the candidate who is elder(age wise) will be given higher rank/more weightage.
25. The tentative date for the MCQ/Typing Test will be within 10 days from the last date of applying online. However, the actual date & time for the tests shall be displayed on the website after the closing date of application depending on the situation caused due to spread of COVID-19.
26. No separate call letter/intimation will be sent for the test or interview and also no TA/DA will be paid for the same. The candidates will have to make their own arrangements for boarding/lodging at their own expense, if required.
27. During the contractual employment, the place of posting can be changed without payment of any compensation for change of location, as per the requirements of the client/project/section.
28. 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.
29. 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)
30. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process/employment shall be final and binding.
31. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).
32. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
33. The break-up of the consolidated remuneration payable for the post of DEO is given below:-

SN	Post Name	Basic Pay (BP) (Rs)	HRA (Rs)	Med. & other allow. (Rs)	Gross Pay (Rs)	Employee's share of EPF – 12% of BP	Net Salary payable (Rs)
	1	2	3	4	5=2+3+4	6	7 = 5 - 6
1	Data Entry Operator	8815	1322	863	11000	1058	9942

Employer's share of EPF, as applicable, shall be paid extra for the DEO post.

34. Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration for rest of the posts advertised.
35. **All the notices and updates regarding these post(s) will be uploaded on the website of the NIELIT Chandigarh – www.nielit.gov.in/chandigarh. Candidates are therefore, advised to visit this website regularly regarding the entire selection/empanelment process.**
