

**National Institute of Electronics and Information Technology (NIELIT) Chandigarh**  
**Birla Farms, Bada Phull, Near IIT, Rupnagar (Ropar) – 140001, Punjab**  
**Phone Nos. 01881-257032, 257008, 98773-00659**  
**Website : [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh)**

Advt-No. : FMG-03/04-2022

Dated: 7<sup>th</sup> Apr., 2022

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for ten (10) contractual posts of “Data Entry Operator” at various locations in Punjab and one (1) contractual posts of Computer Operator at Mohali published in The Tribune” (English, Jalandhar Edition) and “Amar Ujala” (Hindi, Chandigarh Edition) newspapers dated 07/04/2022 and displayed on the website of this Centre

1. Candidates are advised to visit our website - [nielit.gov.in/chandigarh/recruitments](http://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 posts advertised.
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(s), post qualification experience, age etc. before submitting the non refundable prescribed Application Form, Fee etc. at the time of Typing Test/ Walk-in-interview to be held on **12/04/2022 (10.45 am onwards)**. **The candidates are required to report at the above mentioned address of NIELIT Chandigarh at Rupnagar (Ropar) on 12/04/2022 from 10.00 am to 1.00 pm.**
3. The date for typing test / walk-in-interview can be changed, if need be, for whatsoever reason(s), the intimation regarding which will be displayed on the website of this Centre only.
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/-

Candidates can also pay the fee by swiping the Debit / Credit Card on the POS Machine available in the office.
5. 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. Applicant should get it corrected before applying for any of the advertised post(s). The Application Form will not be accepted if there is any mismatch in Name, Date of Birth or Gender in these documents.
6. 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**).
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. **12/04/2022** 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 at the time of submitting the Application Form on 12/04/2022.**

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 typing test/walk-in-interview 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 before the typing test / walk-in-interview :-
  - 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/10<sup>th</sup> 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 Aadhaar Card.
  - h) A copy of PAN Card (if available).
  - 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 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 post(s) advertised are purely contractual and co-terminus with the Project.
14. No pension and/or gratuity is payable on contractual service/employment in NIELIT, irrespective of duration of contract and the same will be applicable. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to time in accordance with the relevant enforceable and applicable clauses of labour laws including the introduction of New Wage Code.
15. The number and location of post(s) 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 deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Chandigarh.

17. The selection/empanelment of the candidates for the post(s) of Data Entry Operator will be on the basis of a computer based typing test in English, of 10 minutes duration. The merit list will be prepared on the basis of correct words per minute (cwpm) typing speed achieved by the candidates. In case of two or more candidates with the same typing speed (cwpm), the candidate who is elder(age wise) will be given higher rank/more weightage
18. For preparing selection/empanelment list for the contractual post(s) of Computer Operator, 15 marks have been allocated for the presentation of the candidate before the Selection Committee 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.
19. No TA/DA will be paid for the same for appearing in the walk-in-interview/typing test. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
20. During the contractual employment, the place of posting may be changed as per the requirements of the client/project/section without any relocation benefits/compensation.
21. 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.
22. 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).
23. 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.
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 to Data Entry Operator is given below:-

<b>S N</b>	<b>Post Name</b>	<b>Basic Pay (Rs.)</b>	<b>HRA (Rs.)</b>	<b>Med. &amp; other allow. (Rs.)</b>	<b>Total monthly remuneration (Rs.)</b>	<b>Employees share of EPF @ 12% of Basic Pay</b>	<b>Net amount payable</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5=2+3+4</b>	<b>6</b>	<b>7= 5 - 6</b>
1	Data Entry Operator	8815	1322	863	<b>11000</b>	1058	9942
2	Computer Operator	10125	1520	996	<b>12641</b>	1215	11426

Employer's share of EPF, as applicable, shall be paid extra for above mentioned posts

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. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.
28. The candidates are advised to follow Covid appropriate behavioural norms.
29. 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](http://www.nielit.gov.in/chandigarh). Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.

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