

**National Institute of Electronics and Information Technology(NIELIT), Chandigarh**  
**Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071**

Phone No. 0172-2236462, 2236464

Website: [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh)

**Instructions/Guidelines for selection/empanelment of the candidates for the contractual posts advertised in the "The Hindustan Times" and "Daily Ajit" dated 08/06/2016**

Registration fee is Rs 500/- (non-refundable) per application  
(Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women)

1. Only the ONLINE applications will be accepted through our website - <http://nielit.gov.in/chandigarh> which will remain open from **08/06/2016 (2.00 P.M)** to **14/06/2016(4.00 pm)**. **No other mode of application will be accepted.**
2. The candidate should take printout of the **online** filled application form, before the last/closing date & time i.e. **14/06/16(4 p.m.)**, bearing a unique reference number, which shall be referred to, in all the future correspondence with NIELIT Chandigarh regarding this recruitment process.
3. The printout of the online filled Application Form with passport size photograph, attested copies of the testimonials along with the **non-refundable** prescribed registration fee in the shape of bank draft only must be submitted at the above address on any working day (Monday to Friday) **between 9.30 a.m. to 12.30 p.m. and 2.00 p.m. to 5.00 p.m .** These printout application forms will be received upto **17.06.2016(4.00 P.M )**. This office will not be responsible for any delay in receipt of the application form etc. sent by post/courier. The applications received after the due date and time will not be entertained.
4. 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.
5. The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for the post (post qualification experience).
6. 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 receipt of the applications i.e. **14/06/16** which will remain unchanged even in case of extension of the closing date for submission of the online applications.
7. The number, location and duration of posts may vary as per the requirement of the project/user department which will be co-terminus with the project.
8. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying for the post does not mean that the candidate is eligible for selection.
9. Applications are subject to further scrutiny at any point of time during the period of contract.
10. Candidates are required to attach attested copies of the following documents/certificates with the Application form to be sent by post/courier or submitted in person :-
  - a) Caste certificate (SC/ST), if applicable.
  - b) Category certificate (PWD), if applicable.
  - c) Certificate of Date of Birth (issued by a Municipality/Statutory Authority/Matriculation 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), which makes him/her eligible for applying for the post.
- g) Attested copy of Aadhaar Card and PAN Card (if available).

In case a candidate is not in possession of a Degree Certificate, he 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.

Name entered in the online application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

11. The candidates are required to remit non-refundable registration fee of Rs 500/- per application (**Rs 250/- for SC/ ST/ Person with Disability (PWD)/ Women**) in the shape of a bank draft only drawn in favour of “**NIELIT CHANDIGARH**” payable at Chandigarh/Mohali.
12. Candidates sending printout of the Application Form by post/courier must mention the name of the post applied for, on the top of the envelope containing the prescribed application form, bank draft of the prescribed fee (Rs 500/- or Rs 250/- as the case may be) and attested copies of the testimonials.
13. The selected/empanelled candidates shall have to produce the original testimonials for verification at any point of time during the recruitment process but preferably at the time of interview/completing joining formalities.
14. The merit list of applicants will be prepared as per the below given parameters and weightage assigned :-

Qualification/Additional qualification/ Additional experience	Gross weights	Net weights
<b>A. Academics</b>		
Graduate - other than CS/IT (BA, B.Com, B.Sc., BBA etc.)	<b>10</b>	10 x %age of marks
IT Graduate (BA / B. Sc. With CS/IT as a subject or BE/B.Tech. Other than CS/IT)	<b>15</b>	15 x %age of marks
B.Sc. (CS/IT) or BE/B.Tech. (CS/IT) or BCA	<b>20</b>	20 x %age of marks
Post Graduate - other than CS/IT (MA, M.Com, M.Sc. etc.)	<b>10</b>	10 x %age of marks
Post Graduate - other than CS/IT (M. Tech. , MBA etc.)	<b>15</b>	15 x %age of marks
M.Sc. (CS/IT) or ME/M.Tech. (CS/IT) or MCA or MBA (CS/IT)	<b>20</b>	20 x %age of marks
Punjabi passed in 10th class	<b>5</b>	5 x %age of marks
Marks secured in English subject in 10th class	<b>5</b>	5 x %age of marks
<b>B. Experience (Rounded in years)</b>		
Minimum experience required for the post	<b>10</b>	
Additional experience of 1 year	<b>15</b>	
Additional experience of 2 years	<b>20</b>	
Additional experience of 3 years	<b>25</b>	
Additional experience of more than 3 years	<b>30</b>	
<b>Total</b>	<b>80</b>	

**Final Merit (Out of 100) = ( Total points secured X 100) / 80.**

**Note: In case, the final scores are tied, candidates with higher age will be given preference.**

15. The selection of the candidates for the post will be based on the merit prepared on the basis of the formula (Max. 80 marks) given above and interview (Max. 20 marks). The first 135 candidates shortlisted on the basis of above formula will be called for interview, the date and time of which shall be notified at a later stage on the website - **nielit.gov.in/chandigarh**.
16. No separate call letter will be sent for the interview and also no TA/DA will be paid for the same. All the notices and updates regarding these posts will be uploaded on the website of the Centre – **nielit.gov.in/chandigarh**.
17. The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT may be sent. The candidates applying for the multiple posts should indicate the same email-id and Mobile No. against all the posts applied for.
18. The candidate should affix his/her recent colored passport size photograph on the application form generated online with unique reference number before submitting in the NIELIT office in person or sent by post/courier.
19. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the online application.
20. Any request for change of particulars like name, fathers name, address etc. will not be entertained at a later stage after the online submission of the Application Form.
21. At anytime, if any document, statement or any other information submitted by the candidate is found to be suppressed/wrong or incorrect as per the selection/eligibility criteria, this Centre reserves the right to cancel the selection of the candidate.
22. The list of eligible/ineligible/provisionally eligible candidates and the date and time of an interview for this post will be displayed on the website of NIELIT Chandigarh – [www.nielit.gov.in/chandigarh](http://www.nielit.gov.in/chandigarh) at a later date.
23. The provisionally eligible candidates shall have to produce the wanting documents before the interview.
24. The break-up of monthly (CTC) is as given below:-

<b>Monthly (CTC)</b>					
		<b>Mobile</b>	<b>Internet Data Card</b>	<b>TA/DA</b>	<b>ToTal</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E= A+B+C+D</b>
<b>District Manager</b>	16,500	500	500	3,000	20,500

25. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this empanelment process.
26. The preference will be given to the candidate belongs to the same district.