National Institute of Electronics and Information Technology, Haridwar
(Ministry of Electronics and Information Technology, Govt of India)
2nd Floor, Government Polytechnic Building, Plot No-6C, Sector-11,Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand - 249403

Walk-in-Interview
(Advt. No. NIELIT/HDW/2019/ADM/05 (Vol.iv)/180)
Walk-in-Interview Date: 20/03/2024 (Wednesday)
Reporting Time: 10.00 A.M.-01:00 P.M.

Details of Qualification, Experience and Emoluments for empanelment of manpower on contract basis

Sr. No.	Name of Post	Qualification and Experience	Age Limit (in Years)	Consolidated Monthly Salary/ Salary Range (Rs.)	Place ofPosting
1	Jr. Faculty (CS/IT)-I/ Junior Resource Person	Graduation with O Level/DCA **OR** BCA/B.Sc. (CS/IT) **OR** Graduation with PGDCA/A Level	45	18000-22700	Haridwar/ Dehradun
2	IT Expert	B.E./B. Tech. (IT or CS)/MCA/M.Sc. (CS or IT) with more than 3 years' experience. **OR** B.C.A./B.Sc. (IT/CS)/ Three Years Diploma in CS & Engineeringwith 05+ years of experience **Desirable Qualifications/ Skills:** • Excellent communication & presenting skills along withPPT designing. • Proficiency in English and Hindi languages. • Experience in Office Automation Solution & Tool, VirtualConference. • Experience and/or knowledge of various networking systems, concepts including email, firewall, client-servers, network security, network protocols, etc. • Must demonstrate creativity and good design skills fordifferent IT Technologies. • Any Certification such as Windows Server/Linux Server/Oracle DB Administrator/SQL DB Administrator/ITIL shall be added as advantage. **Desirable Experience/ Expertise:** • Experience in similar position/role in large or medium e- Governance projects in Government Department and entities shall be an added advantage. • Working technical knowledge of network, PC and platform operating systems, including Microsoft ILS, Tomcat Server, Oracle DB and CMS like WordPress, Joomla etc. • Manage communications and connectivity solutions, including workstation connectivity, local area networks, company Website, internet and Internet applications.	45	50,000	Dehradun/ Tehri Garhwal

| | | • Extensive application support experience with Windows OS and Microsoft Office.
• Working technical knowledge of current systems software, protocols and standards including firewalls, Active Directory
• Hands-on software and hardware & network troubleshooting experience.
• Experience with Application Development, data management & reporting in VM's Environment
• Experience documenting and maintaining configuration and process information.
• Knowledge of applicable data privacy practices and cyber laws.
• Documentation of all IT records in Digital form & Officer Record. | | | |

NOTE:

i. The Age Limit in above table indicates maximum age as on 29-02-2024.

ii. The locations mentioned in the above advertisement are indicative only. NIELIT may select and depute candidates for other locations of Uttarakhand as per its requirement.

INSTRUCTIONS FOR CANDIDATES

1. Application fee of Rs. 300/- per application for General/OBC candidates and Rs. 150/- per application for SC/ST/PWD candidates shall be submitted by Debit Card/Net-Banking/Online or through DD in favour of "NI ELIT Haridwar" payable at "Haridwar". The candidates shall submit the application fees, in case of online mode, in the following account:

   Account Name: **NIELIT Haridwar**
   Account Number: **12922122001331**
   IFSC Code: **PUNB0129210**
   Bank Name: **Punjab National Bank, Pentagon Mall, Sector-12, SIDCUL, Haridwar**.

   Kindly note the Reference/UTR number. Application Fee once paid is non-refundable and non-transferable in any case.

2. The last date of submission of applications is **20-03-2024 (Wednesday).** Incomplete applications will be summarily rejected and no request of fee refund will be entertained in this regard. Mere fulfilling the essential qualification/experience does not guarantee selection or call for interview.

3. Successful submission of application will be considered only after receipt of prescribed fees. NIELIT Haridwar shall not be responsible for any broken transaction during online payment process.

4. Applicants are required to submit the filled Application Form along with the documents on the day of interview between **10:00 AM** to **01:00 PM** at NIELIT Haridwar Centre. Only after successful submission of the Application Form, the candidate may appear for interview.

5. Candidates are required to bring self-attested copies of the following documents/certificates with the Application form to be submitted:-

   a) Caste certificate (SC/ST), if applicable.

   b) Matriculation/10th Class certificate showing Date of Birth.

   c) Marksheet(s) and Certificate(s) of essential qualification which makes him/her eligible for applying for the post applied.

   d) Degree certificate of higher educational qualifications, if any.

   e) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.

   f) Copy of Aadhaar Card or any other ID card issued by Government.

   g) Resume/Curriculum-Vitae.

   In case a candidate is not in possession of a Degree/Certificate, he/she must bring self-attested copies of DMCs (Detailed Marksheet(s) and Certificate(s)) of all the semesters/years relating to that degree. Non-submission of above documents may lead to cancellation/rejection of the Application Form/Candidature. Candidates with last semester result awaited or incomplete degrees/diplomas are not eligible to apply.

6. The candidate shall submit a declaration in the format attached at **Annexure-A.**

7. Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the submission of the Application Form

8. Selection for empanelment of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the walk-in-interview and as found eligible as per prescribed criteria

9. Only those candidates who are shortlisted after the Walk-in-Interview for empanelment may be selected for deployment on any project/department or at NIELIT Haridwar Centre, purely on contract basis initially for a period of one year for Jr. Faculty-1/Jr. Resource Person post and for six months for IT Expert post (which may be further extended based on requirements/ performance of the candidate) or upto their contract period with the client department or as

decided by NIELIT Haridwar. NIELIT Haridwar does not guarantee to deploy all shortlisted candidates from the panel.

10. Empanelment means that the shortlisted candidates will be in the panel of NIELIT Haridwar for three years. They may be deployed on projects in the Govt. departments/NIELIT Haridwar as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate on any project orin any department is subject to his/her suitability during the formal interaction which may be conducted by user department.

11. Applications are subject to further scrutiny at any point of time during the period of contract. At any time, 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 contract of the candidate will be terminated with immediate effect and legal proceedings maybe initiated against the candidate by NIELIT Haridwar.

12. Candidates will not be entitled to claim any TA/DA for appearing in Walk-in Interview.

13. Application fee once paid is non-refundable and non-transferable in any case. Applicants, in their own interest, should check their eligibility for the said post before coming for Walk-in-Interview and remitting application fee.

14. Candidates must be willing to travel to any place outside their place of posting as part of their job. They may be required to work on shift/ rotational basis as per department requirement.

15. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.

16. Candidates must produce at least one original Photo ID proof and all original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letterof the current place of working)/ one passport size photo and their SELF ATTESTED photocopies for verification purpose before posting.

17. NIELIT Haridwar reserves the right to modify, postpone or cancel this empanelment process at any time without any notice and without assigning any reason thereof.

18. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.

19. NIELIT Haridwar has the right to accept or reject the application without assigning any reason thereof.

20. NIELIT Haridwar reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.

21. The applicants are advised to visit the website of NIELIT Haridwar Centre "**https://nielit.gov.in/haridwar/index.php**" regularly for result of candidates shortlisted for empanelment or any other update. No separate communication shall be made in any other form.

22. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website **https://nielit.gov.in/haridwar/index.php**.

23. Withdrawal of candidature on account of "non furnishing of any information" or "furnishing of wrong information" will not confer any right to carry forward or retain the candidature for future recruitment.

24. The selected manpower shall not claim for the regularization against this Advertisement/ Selection/Contractual engagement.

25. In case of any dispute, the decision of the competent authority of NIELIT Haridwar will be final.

Sd/-

Administrative Officer