



**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

**Detailed Advertisement for empanelment of manpower on
contract basis at various positions on Contract Basis
(Advertisement No. NIELIT/HDW/2019/ADM/05(Vol.iv)/186)**

Proposed Qualification, Experience and Consolidated Salary for empanelment of personnel on contract basis, are as under:

Sr. No.	Name of Post	Qualification and Experience	Age Limit (in Years)	Consolidated Monthly Salary/ Salary Range (in Rs.)	Place of Posting
1	Front Office Counsellor/ Junior Resource Person	BBA OR PGDBA/PGDBM (Working Knowledge of Computer)	45	18000-22700	Haridwar
2	Multitasking Personnel	10 th with knowledge of Computers Desirable Skill: Knowledge of Hindi and English typing shall be an added advantage.	45	12,000/-	Dehradun/ Haldwani

NOTE:

- i. **BBA**- Bachelor of Business Administration, **PGDBA**- 2 years Post Graduate Diploma in Business Administration and **PGDBM**- 2 years Post Graduate Diploma in Business Management.
- ii. The Age Limit in above table indicates maximum age as on **30-06-2024**.
- iii. 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

Terms & Conditions:

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 “NIELIT 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. Applicants, in their own interest, should check their eligibility for the said post.

2. Interested candidates may fill up the Online Application Form (OAF) after reading these instructions carefully. Link of OAF is available at: <https://nielit.gov.in/haridwar/content/current-recruitment>.
3. Candidates applying for more than one post shall submit separate application form for each post along with prescribed fee for each post separately.
4. The last date of submission of applications is **05-07-2024 (Friday)**. 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.
5. 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.
6. Candidates are required to upload self-attested copies of the following documents/certificates while filling OAF, as under:-
 - a Matriculation/10th Class certificate showing Date of Birth.
 - b Marksheets and Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - c Degree/Certificate of higher educational qualifications, if any.
 - d Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment which makes him/her eligible for applying for the post, wherever applicable. In case, candidate does not have experience letter/certificate at the time of applying, he/she may submit a declaration of possession of relevant requisite experience in the part-B of Annexure-A.
 - e Caste certificate (SC/ST), if applicable.
 - f Copy of Aadhaar Card or any other ID card issued by Government
 - g Resume/CV

In case, a candidate is not in possession of a Degree Certificate, he/she must attach self-attested copies of DMCs (Detailed mark sheets and certificates) 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 Candidates with last semester having result awaited or incomplete degree are not eligible to apply.

7. The candidate shall submit a declaration in the format attached at **Annexure-A**.
8. The qualification of the candidates must be from recognized University/Institution.

9. 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
10. The cut-off date for calculating age, qualifications, experience etc. will be the last date of submission of the form. In case, last date is extended, the date of determining eligibility will not change.
11. The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to Class X, the evidence to that effect should be furnished at the time of application.
12. Selection for empanelment of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the Online-Interview and as found eligible as per prescribed criteria.
13. List of shortlisted candidates along with the schedule of online interview shall be uploaded on the website of NIELIT Haridwar i.e. <https://nielit.gov.in/haridwar/index.php>. Candidates must check the website regularly for any updates.
14. The Candidate should have an arrangement of PC/laptop using meeting software such as Google Meet/Microsoft Teams/Webex etc. and proper Internet Facility for appearing in online interview. The candidate must also ensure that there should be no person nearby helping him/her while online interview is in process. If at any time, it is found so, the interview may be cancelled and he/she will be debarred from the selection process. The details regarding online interview such as meeting code etc. will be sent through email only.
15. Only those candidates who are shortlisted after the Online-Interview for empanelment may be selected for deployment on any project/department or at NIELIT Haridwar/Dehradun Study Centre, purely on contract basis. NIELIT Haridwar does not guarantee to deploy all shortlisted candidates from the panel.
16. 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. Initially, they may be deployed for a period of one year for the **Front Office Counsellor/ Junior Resource Person** post and for the six months for **Multitasking Personnel** 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. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate on any project or in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.
17. Applications are subject to further scrutiny at any point of time during the period of contract. 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.
18. Candidates must produce at least one original Photo ID proof and all original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working)/ one passport size photo and their SELF ATTESTED photocopies for verification purpose before posting.
19. 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.
20. 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>.
21. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
22. A few deserving shortlisted candidates may also be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to employment. Candidates may be called as per requirement of NIELIT. The posts may increase or decrease depending on the requirement.

23. NIELIT Haridwar reserves the right to amend/withhold/cancel any condition/complete advertisement/ entire process of the empanelment at any stage accept or reject, any or all the applications, without giving any reason(s), whatsoever.
24. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
25. Wherever there is an ambiguity or doubt with regard to the scope or interpretation of any of the clauses herein, the decision of the Competent Authority shall be final
26. The applicants are advised to visit the website of NIELIT Haridwar centre **<https://nielit.gov.in/haridwar/index.php>** regularly for schedule of interview, result of candidates shortlisted for empanelment or any other update. No separate communication shall be made in any other form. 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>**.
27. The selected manpower shall not create any claim or right to be treated as permanent employee of the organization or to be absorbed in the regular service of the organization at any future point of time.
28. In case of any dispute, decision of the competent authority of NIELIT Haridwar shall be final.

Self -Declaration

(To be submitted by the candidate)

(Part-A)

I _____, son/daughter of Mr. _____, age _____ years, resident of _____ (complete address), do hereby declare that:

- The information submitted by the undersigned through the online application form for the online interview for the post of _____ published through advt. no. **NIELIT/HDW/2019/ADM/05(vol.-iv)/186** by NIELIT Haridwar, is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false /suppressed/wrong/incorrect at any point of time, applications has to be deemed cancelled and will be liable to punishment as per rules.
- I certify that all the documents/marksheets/certificates uploaded by undersigned are true copies of the original; and I undertake to produce all original documents for verification before joining, failing which my selection may be cancelled.
- I will not claim for the regularization against this Advertisement/Selection/Contractual Employment.

Date:-

Place:-

Signature of the Candidate

(Part-B)

(To be filled by candidate, if applicable)

I possess the sufficient relevant experience that makes me eligible to apply for the post of _____, however, I am not in possession of Experience Certificate/Letter from my employer at the time of applying. I undertake to produce the original Experience Certificate/Letter at the time of joining if I am selected and is offered to join on the aforesaid post, failing which my selection shall be cancelled.

Date:-

Place:-

Signature of the Candidate