

Online Application Procedure

Name of the Posts:

1. Steno Trainer
2. Junior Faculty

Eligibility Criteria

1. Steno Trainer

Essential Qualification and Experience

Graduate from recognised university

Stenography Course from Government Institute

Post qualification experience of 3 years in both English and Hindi Typing and Shorthand. Computer

Awareness having minimum qualification of 6 months in computer field.

2. Junior Faculty

1. Post Graduate in English from recognised university
2. B.Ed. from recognised university
3. Skills in General English, General Knowledge/Awareness
4. Post Qualification experience of 3 years in teaching in General English, General Knowledge/Awareness.
5. Computer Awareness having minimum qualification of 6 months in computer field.
6. Preference will be given to candidates having qualified NIELIT courses like O Level / A level / PGDCA / DCA-DTP / CCC

Terms and Conditions

1. Maximum Age limit for both of these posts is 35 years as on 15-09-2021.
2. These posts are **PURELY ON CONTRACTUAL BASIS** and will cease on completion of Project.
3. Candidates selected for these posts will not be considered as regular/permanent in future.
4. Before applying candidates must ensure that they fulfill required qualifications, experience, age etc. for respective posts. Candidature of those who does not fulfill required qualifications, experience will be rejected and no correspondence in this effect will be undertaken.
5. Only eligible shortlisted candidates will be called for test and/or interview.
6. Merely submission of form and meeting of eligibility criteria does not constitute call for test / interview.
7. Candidates will be empaneled on the basis of Tests and/or interview.
8. Place of posting will be Mandi. However, candidates can be placed anywhere during employment period.

Location

Anywhere in Himachal Pradesh

Application Fees /Payment Procedure

Note: Before filling the application form candidate must have paid Rs. 1000/- as application fees

- 1) Candidate must have a valid Email ID.
- 2) Candidate must deposit fee (Rs.1000/-) through online mode only through UPI Money Transfer (Bhim app,GooglePay, PhonePay, Paytm etc) or Net Banking (INB, NEFT etc) before proceeding the application form.
- 3) The transaction Receipt/Details must be retained by the candidate for future reference.
- 4) The valid transaction receipt having UPI Transaction ID/UTR number/Net banking Reference ID (clearly visible) must be uploaded in document upload section.
- 5) **Cash Deposit in account will not be accepted.**
- 6) **Fee once paid will not be refunded.**

Bank Account Details for Making the Payment:

Name: National Institute of Electronics & Information Technology(NIELIT)

Bank Name: Punjab National Bank

Account No: 3383002100018021

IFSC Code: PUNB0338300

How to Apply

1. Only online application form will be received.
2. Go to NIELIT Shimla Website (<http://www.nielit.gov.in/shimla>)
3. Click on Recruitments Tab
4. Under the recruitment tab go through the Links **Advertisement, Application form filling steps** before filling the form.
5. Pay application fees of Rs. 1000/- through online mode only. Bank details are provided above.
6. Click Apply Online Link and follow the steps.
7. Upload concerned documents
 - a. Upload Payment Receipt(jpeg/jpg) size below 1 Mb
 - b. Upload Qualification & Work Experience Certificate in Single PDF size below 10 Mb
 - c. Upload Recent Passport size photo(jpeg/jpg) size below 1 Mb
8. Submit the form

Result/ virtual interview

Eligible candidates will be called for virtual interview.