

Annexure V

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Instructions/Guidelines for selection/empanelment of the candidates
for the 1 post of State Project Manager and 24 posts of District Manager
on contract basis

Please go through the following instructions carefully before applying

HOW TO APPLY

Important instructions to candidates :-

1. Candidates interested in applying for more than one post should submit separate application for each post and also remit the application fee for each post separately.
2. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the essential qualification, post qualification experience, age etc. before applying.
3. The number of years of experience required for the posts should be post eligibility qualification and will be counted from the date of acquiring of prescribed minimum essential qualification for the post.
4. 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. 19/04/2016 which will remain unchanged even in case of extension of the closing date for submission of the applications.
5. The number of posts and duration of the contract/employment may vary as per the requirement of the project/user department which will be co-terminus with the project.
6. 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.
7. Applications are subject to further scrutiny at any point of time during the period of service.
8. 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.

Annexure V

9. The candidates are required to remit non-refundable registration fee of Rs 500/- per application (**Rs 250/- for SC/ST/PWD/Women per application**) through bank demand draft drawn in favour of Director, NIELIT, Shimla payable at Shimla only.

10. The candidate must indicate his primary email-id and primary Mobile No. on which any communication from NIELIT may be sent. The candidates applying for the multiple posts should indicate the same primary email-id and primary Mobile No. against all the posts applied for. Failure to do so may lead to rejection/cancellation of the Application(s).

11. Candidates should attach only the relevant documents with the application form in the following sequence:

- 1) Caste certificate(SC/ST), if applicable.
- 2) Category certificate (PWD), if applicable.
- 3) Certificate of Date of Birth(issued by a Municipality/Statutory Authority/Matriculation Certificate showing Date of Birth.
- 4) Mark sheet of class 10.
- 5) Certificates of essential qualification which makes him/her eligible for applying for the post.
- 6) Certificate of higher educational qualification, if any.
- 7) Requisite experience certificate which makes him/her eligible for applying for the post.
- 8) Aadhaar Card (if available).

12. Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application, and corresponding legend related to gradation criteria should be highlighted in the marks sheet copy.

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

14. At any stage, 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/contractual employment.

15. The list of eligible/ineligible/provisionally eligible candidates and interview date and time for the post of State Project Manager will be displayed on the website of NIELIT Shimla – **nielit.gov.in/shimla** after processing of applications.

16. The list of candidates selected for the post of District Manager shall be displayed on the website of NIELIT Shimla – **nielit.gov.in/shimla** after processing of applications.

17. The candidates selected for this post are required to join at a short notice.

18. The selected manpower will be required to use their own Smart Phone, Laptop, and Data Card for Internet. No payments on account of Internet, Mobile/Phone, and travelling in connection with the official duties will be made to the contractual manpower as these expenses are already included in the monthly remuneration.

19. Applicants are advised to visit the website of the Centre regularly for the latest updates regarding this advertisement/posts/selection list.