



National Institute of Electronics and Information Technology, J&K
(Formerly DOEACC Centre Srinagar/Jammu)
Campus, University of Jammu, Dr. B.R. Ambedakar Road, Jammu-180006
Phone: 0191-2455515
Email: dir-srinagar@nielit.gov.in
Web: www.nielit.gov.in/srinagar

Advt-No. : NIELIT(J)FMG-/11/2024

Dated : 11-11-2024

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the following posts on contract basis, at U.T. of J&K for a client department published in Daily Excelsior newspapers dated 23-Nov-2024 and also displayed on the website of this centre:-

Post Name	Consolidated Remuneration pm	Udhampur	Jammu	Rajouri
1. Counselor	@16404/-		01	
2. Social Worker	@16404/-			01
3. Data Analyst	@16404/-			01
4. Accountant	@18536/-		01	
5. Assistant cum Data Entry Operator	@11716/-		01	
6. Sakhi Niwas Manager (Female)	@14000/-		01	
7. Sakhi Niwas Warden (Female)	@11000/-		01	
8. Accounts Officer	@23170/-		01	
9. Protection Officer (Institutional Care)	@24605/-	01		

1.	Candidates are advised to visit our website- https://nielit.gov.in/srinagar/recruitments for downloading the prescribed Application Form and other relevant details etc. regarding the post(s) advertised.
2.	Interested and eligible candidates are invited to submit their Application Form complete in all respects along with payment proof through email or in person on or before 28/11/2024, 5:00PM at the email id recruitmentnielit@gmail.com . List of candidates found eligible for interview shall be published on our website (mentioned above) by 06.12.2024.
3.	The Interview Schedule shall be published our website and the eligible candidates shall appear for personal interview at NIELIT Jammu centre.
4.	In case of any change in interview dates or timings for whatsoever reason(s), the same shall be published on our website.
5.	It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regard to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form (mentioned below) along with non-refundable Fee etc. Forms without payment of application fee & proof of payment shall be summarily rejected.
6.	Application Fee: 1. For Posts (at Sr No 1,2,3,4,5,6,7)- Rs 750/- 2. For Post (at Sr No 8,9) – Rs 1000/-

7.	<p>Prescribed Application fee is payable, separately for each post, to be paid online into following Account: -</p> <p>The Director NIELIT, New University Campus, Jammu University, The J&K Bank Ltd, A/C No: 0345040100008636 Code: IFSC: JAKA0CANAAL</p> <p>The applications received without detail of Application Fee remittance details shall not be considered.</p>
8.	<p>The applicants are advised to ensure that their Name, Father's Name and Date of Birth on the essential qualification certificates and Aadhaar Card should be identical. In case of mismatch, application shall be rejected</p>
9	<p>The application form(s) of the candidates sent though by post/courier shall not be considered.</p>
10.	<p>Canvassing in any form may lead to cancellation of candidature.</p>
11.	<p>The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in an interview does not entitle the candidate as eligible for selection/empanelment.</p>
12.	<p>The post(s) advertised are purely contractual and co-terminus with the Project.</p>
13.	<p>Candidates are required to attach legible self- attested copies of the following documents/certificates along with their Application form: -</p> <ol style="list-style-type: none"> Matriculation/10th Class certificate showing Date of Birth. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied. Degree certificate of higher educational qualification, if any. Requisite post qualification experience certificate(s), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post. A copy of Aadhaar Card. A copy of PAN Card (or acknowledgement of Applied for PAN Card). Domicile Proof of Application Fee payment. <p>The candidates must affix his/her self-attested recent passport size colored photograph on the Application Form.</p> <p>The Application Form will be rejected if self-attested copies of all the above documents are not attached.</p> <p>In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree and not only for the last year.</p> <p>Non-submission of the above documents/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.</p>
14.	<p>Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.</p> <p>Wherever DMC contains only subject codes, supporting documents for Subject Name against given Subject Code must also be attached & provided else the application shall be rejected.</p>
15.	<p>No pension and/or gratuity is payable on contractual service/employment by NIELIT, irrespective of duration of contract.</p>

16.	The period of contractual employment may be extended / reduced depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.
17.	Applications are subject to further scrutiny at any point of time during the period of contract. If at any time, any document, statement or any other information submitted by the candidate is found to be forged/false/suppressed/wrong/incorrect as per the eligibility criteria, the services of the deployed candidate will be terminated with immediate effect with information of termination to client department only. NIELIT J&K can also initiate legal proceeding as under rules for furnishing false information.
18.	No TA/DA shall be paid for appearing in the test/interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
19.	The candidate must mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT J&K may be sent. This Centre will not be responsible for invalid/illegible email-id or mobile numbers mentioned by the candidate in his/her Application Form.
20.	If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the advertised post(s).
21.	After interviews, the provisional selected list will be published on our website – https://nielit.gov.in/srinagar/recruitments . After verifications of all the original documents, NIELIT J&K shall issue Offer of appointment/ Contract Agreement with the finally selected candidates. After completion of above process, candidates will be eligible to join their respective offices/ place of posting as per the requirement of client department.
22.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, NIELIT J&K reserves the right to modify / withdraw / cancel any communication made to the applicant / candidate / deployed manpower.
23.	The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Jammu from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
24.	NIELIT J&K reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
25.	The decision of the Director-In-charge, NIELIT J&K in all matters relating to the recruitment process shall be final.
26.	All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT J&K – https://nielit.gov.in/srinagar/recruitments . Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.
27.	The candidates aspiring for the contractual post of Assistant-Cum-Data Entry Operator will have to appear in a computer based Typing Test in English, of 10 minutes' duration. The candidates achieving a typing speed of 25 words per minute (wpm) with 80% accuracy will become eligible for appearing in selection interview for the said post