

### **Important Terms & Conditions:**

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Incumbent will be hired purely on contract basis initially for a period of one year which may be further extended based on performance/requirement. No. of post advertised may vary depending upon requirement. NIELIT reserves the right to terminate the contract anytime without assigning any reason thereof.
2. Interview to the advertised positions shall be held in Offline mode at NIELIT Jammu. For candidates who are not resident of Jammu, interview shall be scheduled in online mode. NIELIT shall not be responsible for any circumstances due to which the candidate is unable to attend the Interview and candidature of such candidates shall summarily be rejected.
3. An application fee of Rs. 590/- (Rs. 500/- + GST @18%) is to be deposited in bank account given here under:  
**The Director NIELIT,  
New University Campus, Jammu University,  
The J&K Bank Ltd,  
A/C No.: 0345040100008636  
IFSC Code: JAKA0CANAAL**

The details of application fee payment i.e. transaction no, date, amount is to be filled in offline application form and proof of payment to be attached with the application form.

4. Applicants are required to submit duly filled in application form along with a set of self-attested copies of documents listed below, proof of application fee payments at NIELIT Jammu office or send it thru speed post/courier to reach NIELIT Jammu on/before 31/08/2023. Applications received through any other mode shall not be entertained. **NIELIT shall not be responsible for any kind of delay including postal delay in submission of the application.**

- I. **Marksheet of Class X.**
- II. **Marksheet of Class XII.**
- III. **Qualification Degree/Certificate & Final consolidated Mark sheet clearly mentioning aggregate percentage or CGPA as per requirement for the post applied. *If in case CGPA is awarded by the University instead of percentage then CGPA to % conversion formula certificate issued by the concerned University is also required.***
- IV. **Self-attested experience certificates (including the Experience letter from the current place of working)**
- V. **Last month Pay slip**
- VI. **Aadhaar Card**

Cut-off date for calculating age and experience shall be 01/08/2023.

**IN CASE OF DEFICIENCY IN ANY OF THE ABOVE MENTIONED DOCUMENTS, THE APPLICATION WILL BE REJECTED AND CANDIDATE WILL NOT BE ALLOWED TO APPEAR IN THE INTERVIEW. NO FURTHER COMMUNICATION IN THIS REGARDS WILL BE ENTERTAINED.**

5. Interview schedule shall be communicated through website of NIELIT J&K <https://nielit.gov.in/srinagar/recruitments>. Candidates are advised to check the website regularly for any information.
6. The qualification of the candidates must be from a recognized University/Institution.
7. Applicants with last semester result awaited or incomplete degrees **are not eligible to apply**.
8. Name of the Applicant in application form must be same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to X, the evidence to that effect should be furnished with application.
9. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
10. NIELIT reserves the right not to fill any vacancy advertised NIELIT has the right to accept or reject the application without assigning any reason thereof.
11. The candidate, who will qualify the Interview, will be called for Certificate/Document Verification on or before the joining. Date and time for document verification will be informed through email in due course of time. Any change in submitted physical documents shall lead to cancellation of candidature.
12. A few deserving shortlisted candidates may also be kept in Waiting List. It does not entitle the Wait Listed candidate to claim as right to employment. Candidates may be called as per requirement of NIELIT
13. Applicants are advised to visit the website of NIELIT J&K <https://nielit.gov.in/srinagar/recruitments> for any updates. No communication shall be made in any other form separately.
14. Employer's share of EPF, if applicable, shall be inclusive in the consolidated remuneration for all the different post(s).
15. The selected candidate will not be paid any other allowance and / or service benefit like Provident Fund, Pension, Insurance, Gratuity, Medical Attendance, Seniority, Promotion or any other benefit available except the consolidated salary. However, in case, a person was already a EPF member, he/she may continue to be a member as per EPF Act and salary limit prescribed. In this case, his/her total remuneration shall be fixed keeping in view the above in mind.