

**Terms & Conditions and Eligibility Criteria regarding Advertisement for Posts of Chief Resource Person & Executive Assistant under EELTP Project**

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 residents 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 **15/11/2024**. **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 01/06/2024.

**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 REGARD WILL BE ENTERTAINED.**

5. Interview schedule shall be communicated through website of NIELIT J&K <https://nielit.gov.in/srinagar/index.php>. Candidates are advised to check the website regularly for any information and updates.

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 qualifies 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. It is the responsibility of the candidate to ensure that a working email is provided through the application form.

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/index.php> 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.

### Eligibility Criteria

S. No	Name of the Post, Number of Positions and Location	Minimum Essential Qualification	Minimum Post Qualification Experience Required	Age Limit	Remunerations (Monthly) (Inclusive of Statutory Compliances, if any) [CTC]	Contract Period	Place of Posting
1	Chief Resource Person (Technical Cum Management ) Number of Positions:01	Minimum BE/B.Tech. in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg./Electronics & Instrumentation/Electronics / Electronics & Communications/ M.Sc. (Electronics/Applied Electronics / Physics/ CS / IT) / MCA / B Level with First Class from a recognized University / Institution or Equivalent.	Minimum 5 years post qualification experience in Project Coordination /Management preferably in a Govt Organization /Autonomous Body under Govt./PSU.	Max. Age limit is 45 years. For retired candidates the maximum age limit is 62 years.	Rs.80000/- per month (Consolidated *)	Initially for one year. Extendable based on requirement/performance for another maximum 2 years or till the completion/end of the project whichever is earlier.	Jammu
2	Executive Assistant Number of Positions:01	Graduate from a recognized university with working knowledge of computer. Desirable:NIELIT 'CCC' or higher certification from a recognized university/institution.	Minimum 2 years post qualification experience preferably in government projects and various roles like overall administrative duties, Knowledge of Govt. rules.	Max. Age limit is 35 years. For retired candidates the maximum age limit is 62 years.	Rs.25000/- per month (Consolidated *)	Initially for one year. Extendable based on requirement/performance for maximum 2 years or till the completion/end of the project whichever is earlier.	New Delhi

(\* ) 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.