

National Institute of Electronics and Information Technology (NIELIT) J & K,
New University Campus, Dr. B R Ambedkar Road, Jammu
Website : www.nielit.gov.in/srinagar/recruitments

Advt-No. : FMG-10/10-2023

Dated : Oct. 13, 2023

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 on the website of this Centre:-

S.No.	Post Name	No. of Posts	Consolidated Remuneration	Place of deployment
1	Assistant-Cum-Data Entry Operator	01	@13,240/- pm	Jammu/Srinagar

1.	Candidates are advised to visit our website - 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 etc. in person at the above mentioned address.
3.	The candidates must bring all their original testimonials/certificates for checking at the time of interview.
4.	The interview schedule shall be intimated on website of this Centre only.
5.	It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification(s), post qualification experience, age etc. before submitting the prescribed Application Form, non-refundable Fee etc.
6.	Rs 500/- Application fee is payable, separately for each post, in the shape of Bank Draft/Bank Pay Order drawn in favour of "NIELIT Jammu & Kashmir", payable at Jammu/Srinagar. Candidates can also pay the fee by swiping the Debit / Credit Card on the POS Machine available in the office.
7.	The applicants are advised to ensure that their Name, Date of Birth and Gender (if printed) on the essential qualification certificates and Aadhaar Card are identical. They must get it corrected before applying for the post(s) advertised.
8.	The application form(s) of the candidates received in NIELIT J&K by post/courier shall neither be considered nor sent back.
9.	Canvassing in any form may lead to cancellation of candidature.
10.	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.
11.	The post(s) advertised are purely contractual and co-terminus with the Project.
12.	Candidates are required to attach legible self attested copies of the following documents/certificates with their Application form :- a. Matriculation/10 th Class certificate showing Date of Birth. b. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied. c. Degree certificate of higher educational qualification, if any. d. 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.

	<p>e. A copy of Aadhaar Card.</p> <p>f. A copy of PAN Card (if available).</p> <p>The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of 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. Non-submission of the above documents/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.</p>
13.	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.
14.	No pension and/or gratuity is payable on contractual service/employment by NIELIT, irrespective of duration of contract. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to time in accordance with the relevant enforceable and applicable clauses of labour laws including the introduction of New Wage Code.
15.	The number and location of post(s) may change/vary as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.
16.	Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the services of the deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT J&K.
17.	The selection/empanelment of the candidates for the post of Assistant-Cum-Data Entry Operator will be through a computer based Typing Test in English, of 10 minutes duration and the candidates achieving a typing speed of 25 words per minute (wpm) with 80% accuracy will be considered to have qualified the typing test. In case of two or more candidates with the same typing speed, the candidate who is elder (age wise) will be given higher rank/more weightage.
18.	No TA/DA will 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.	During the contractual employment, the place of posting may be changed within the UT of J&K as per the requirements of the client/project/section without any relocation benefits/compensation.
20.	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 email-id or mobile numbers mentioned by the candidate in his/her Application Form.
21.	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).
22.	The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
23.	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.
24.	The wages mentioned in the advertisement are exclusive of employer's share on EPF where applicable.
25.	The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Jammu/Srinagar from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
26.	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.
27.	The decision of the Director Incharge, NIELIT J&K in all matters relating to the recruitment process shall be final.
28.	All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT J&K – www.nielit.gov.in/srinagar/recruitments . Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.