

## Instructions/Guidelines

1. Candidates are advised to visit our website - [nielit.gov.in/srinagar/recruitments](http://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 requested to bring their Application Form etc. in person at the time of registration i.e. 9:30 AM - 11:30 AM on 27<sup>th</sup> Feb. 2023 and thereafter appear in the interview from 10.30 AM onwards. The registration for walk-in-interview will be closed at 11:30 AM.
3. The candidates must bring all their original testimonials/certificates for checking at the time of submitting their Application Form.
4. In case of any change in the walk-in-interview dates or timings for whatsoever reason(s), the same shall be displayed on the 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 as the fees is non-refundable.
6. Rs 500/- Application fee is to be payable, in the shape of Bank Draft/Bank Pay Order drawn in favour of "NIELIT Jammu & Kashmir", payable at Jammu. 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 on contractual basis.
12. Candidates are required to attach legible self attested copies of all the required documents/certificates with their Application form as mentioned in Eligibility Criteria along with:-
  - a) Matriculation/10th Class certificate showing Date of Birth.
  - b) Degree/Certificates of essential qualification which makes him/her eligible 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.
  - e) A copy of Aadhaar Card.
  - f) A copy of PAN Card.
13. 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.

14. 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.

15. 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.

16.. The candidate must mention his/her email-id and mobile numbers, clearly in CAPITALS, 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.

17. 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).

18. 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. 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.

19. 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.

20. The wages mentioned in the advertisement is exclusive of employer's share on EPF where applicable.

21. 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 days only).

22. 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.

23. The decision of the Director-in-Charge, NIELIT J&K in all matters relating to the recruitment process shall be final.

24. 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](http://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.