



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू. प्रौ. सं.)

**National Institute of Electronics and Information Technology (NIELIT)**

Ministry of Electronics and Information Technology (MeitY) Telephone: 91-11-25308300 with 29 lines (Extn. No. - 323 & 101)

### **RECRUITMENT TO THE POST OF EXECUTIVE DIRECTOR IN NIELIT**

National Institute of Electronics and Information Technology (NIELIT) is an autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security, etc. It is engaged in formal and non-formal education in the above areas besides project execution. It is also one of the National Examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

NIELIT is growing at a fast pace and at present has Centres/ Extension Centers at 47 locations in Agartala, Ahlawalpur (Saksharta Kendra), Aizawl, Ajmer, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kargil, Kohima, Kokrajhar, Kolkata, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Patna, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tezu, Tura with the Headquarters at New Delhi.

NIELIT has vacancy against following position(s) and looking for qualified, experienced and dynamic professional:

- |    |                       |   |  |
|----|-----------------------|---|--|
| 1) | Name of the post      | : | Executive Director   |
|    | Number of post(s)     | : | 01 (One)<br>(No. of posts may increase)  |
|    | Scale of Pay          | : | Level-14 in the pay matrix (Rs. 144200-218200/-)   |
|    | Method of Recruitment | : | Direct Recruitment/ Transfer (absorption)/failing which by deputation  |
|    | Age Limit             | : | Upto 50 Years – For Direct Recruitment Upto 58 Years – For Deputation (Relaxation applicable as per GOI Rules)<br>(The crucial date of determining the age limited shall be the closing date for receipt of applications from candidates in India (and not the closing date prescribed for those residing in remote areas such as Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland Tripura, Sikkim, Union Territory of Ladakh, Lahaul and Spiti District and Pangi Sub-Division Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union Territory of Lakshadweep). |

**Educational qualification and experience:**

**For Direct Recruitment:**

- BE/ B.Tech in Computer Science /Information Technology/Electrical / Electronics / Electronics & Communications/Telecommunications with minimum 60% marks from a recognized University/ Institution or M.Sc. in Physics/ Electronics/Applied Electronics Information Technology/Computer Science with minimum 60% marks from a recognized University /Institution with 20 years' experience.

**OR**

M.Tech / ME in Computer Science / Information Technology / Electricals / Electronics / Electronics & Communications/Telecommunications with minimum 60% marks from a recognized University / Institution with 17 years' experience.

**OR**

PhD in any of the above cited subjects with 12 years' experience.

**For Transfer (absorption) / Deputation:**

Officers of the Central / State Government / PSUs / Autonomous Bodies:

- (i) Holding analogous post on regular basis;

**OR**

Having 5 years regular service in PB 4: 37400-67000 with GP Rs. 8,900/- (Level-13A in the pay matrix as per 7th CPC)

**AND**

- (ii) Possessing the qualifications as prescribed above for Direct Recruitment.

**JOB RESPONSIBILITIES FOR EXECUTIVE DIRECTOR:**

The Executive Director shall be:

- (i) Head of the Centre and responsible for planning, management and running of the Centre as a self sustained centre and for providing leadership on all technical, administrative and financial functions;
- (ii) Responsible for Training, Quality Evaluation, Skill Certification, Development of learning material, Coordination and implementation of projects, updation of Syllabi, development and updating the admission/ registration, delivery and Examination/certification process and other activities assigned by management from time to time.

**How to Apply:**

Candidates meeting the above eligibility conditions may download the format available in website [www.nielit.gov.in](http://www.nielit.gov.in) or NIELIT Centre's website. Duly signed filled-in Application Form complete in all respects along-with attested copies of certificates relating to qualifications, relevant experience, date of birth, caste etc. and a recent passport size photograph affixed on it may be sent by the last date of receipt of applications and superscribing in envelop with the post applied for and addressed to: The Registrar, NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077.

Person working in Government/PSUs/Autonomous organizations shall sent their duly filled-in Application Form through proper channel along with photo copies of upto date ACR/APAR dossiers for the last 5 years duly attested by an officer not below the rank of Under Secretary or equivalent and vigilance/disciplinary clearance. Candidates are advised to submit an advance copy of the application form well before the last date. However, the application will not be considered by the Screening Committee, if it is not received through proper channel before the date of Screening.

Last date for receipt of applications will be 60 days from the date of publication of the vacancy notification in Employment News for the candidates from Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division and Pangi Sub-Division of HP, Andaman & Nicobar Islands, and Lakshadweep and 45 days for the candidates from rest of India

**POSTING:**

The post is transferrable based on the functional requirement of the Organization/Govt of India.

**General Instructions:**

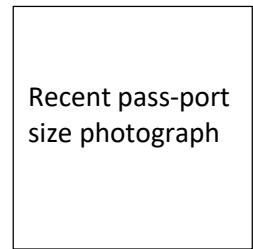
1. NIELIT reserves the right to Revise / Reschedule / Cancel/ Suspend / Postpone / Withdraw recruitment process without assigning any reason. The decision of NIELIT shall be final and no appeal shall be entertained.
2. No. of vacancies advertised may be increased/decreased by NIELIT as per requirement of the organization.
3. Canvassing in any form and or/bringing in any influence political or otherwise will be treated as a disqualification for the post.
4. All applicants must fulfill the minimum educational qualifications essential required for the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying for the post. No enquiry asking for advise as to eligibility will be entertained.
5. Candidates must ensure before applying that they are eligible according to the criteria stipulated in the advertisement. If the candidate is found ineligible at any stage of recruitment process, he/she will be disqualified and his/her candidature will be cancelled. Hiding of information or submitting false information will lead to cancellation of candidature at any stage of recruitment and the appropriate action accordingly.
6. The decision of the Competent Authority, NIELIT, in all matters relating to eligibility, acceptance or rejection of applications, mode of selection and conduct of examination/interview will be final and binding on the candidates and no enquiry or correspondence will be entertained in this connection from any individual or his/her agency.
7. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response there to can be instituted only in Delhi. The courts/ tribunals/ forums at Delhi only shall have sole and exclusive jurisdiction to try any such cause/ dispute.
8. No column in the application form should be left blank. Incomplete application form is liable to be rejected.
9. Only short-listed candidates will be called for interview. Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for interview. No correspondence in this regard shall be entertained.
10. Shortlisting of candidates to reach the justified ratio for interview may be done through academic performance, length of experience and other such relevant criteria.
11. Number of years of experience indicated for the post shall be after obtaining the specified qualification for the post.

12. No TA/DA shall be paid for attending the Test/Interviews.
13. Application received after due date for whatsoever reason including postal delays shall not be entertained.
14. The person selected can be transferred anywhere in India/abroad.
15. The offer of appointment to be issued to the selected candidate shall be subject to verification of original certificates/ testimonials at the time of interview and completion of other pre-appointment formalities otherwise the candidature shall be rejected.
16. In case the last date of receipt of application happens to be Sunday/closed holiday, the immediate next working day will be the last date for receipt of applications.

**PART-I**

**Proforma for Application**

Application for the post of .....



1. Date of Advertisement.....
2. Name in full (in block letters): .....
3. Father's name: .....
4. Nationality:.....
5. Marital Status: (married, single, widower or widow) .....
6. Spouse Name: .....
7. Date of birth (in Christian Era) (in figures):

8. Address for correspondence with Pin-code, e-mail, Mobile number and Landline No.

|                  |   |                   |
|------------------|---|-------------------|
| Address          | : | <hr/> <hr/> <hr/> |
|                  |   | Pin Code <hr/>    |
| E-mail           | : | <hr/>             |
| Landline No. (R) |   | Mobile No. <hr/>  |
|                  |   | (O) <hr/>         |

9. Do you fall in any of the following categories: .....

- |     |                            |   |        |
|-----|----------------------------|---|--------|
| (a) | Scheduled Caste            | : | Yes/No |
| (b) | Scheduled Tribe            | : | Yes/No |
| (c) | Ex-defence Personnel       | : | Yes/No |
| (d) | OBC                        | : | Yes/No |
| (e) | Physically handicapped     | : | Yes/No |
|     | Yes/No(specify type of PH) |   |        |

10. Educational History: (from Xth Class in chronological order):

| Name of Institution /Board/University | Exam/Degree | Year of Passing | Main Subject | Marks %age aggregate and Division |
|---------------------------------------|-------------|-----------------|--------------|-----------------------------------|
|                                       |             |                 |              |                                   |

11. Professional Training:

| Organization | Period | Details of Training |
|--------------|--------|---------------------|
|              |        |                     |

12. Employment records (from latest in chronological order):

| Name & address of employer/ institution | Period of service From - To | Period in Years, Months and days | Designation (with scale of pay) | Description of work | Whether permanent or temporary | Reason of leaving |
|---|-----------------------------|----------------------------------|---------------------------------|---------------------|--------------------------------|-------------------|
|   |                             |                                  |                                 |                     |                                |                   |

12 (A). Details of experience in the following fields :

- I. Administration & Finance :
- II. Education/Academic :
- III. Project-Industry :
- IV. R&D including educational related research :

13. Details of present employment :

- I. Designation of the post held :
- II. Date from which held :
- III. Scale of the pay of the post :
- IV. Whether present post is held on Regular / tenure / deputation or Adhoc basis and since when :
- V. If on deputation, details of post held On regular basis / scale of pay and Since when :
- VI. Name of the organization with full Address indicating name and Designation of the contact person and Telephone / fax numbers
- VII. Category of the Organization :
  - a. Government / State Government
  - b. PSU / Autonomous Bodies
  - c. Private

14. Provide the break-up of remuneration in your last/ present job:

- I. Scale of pay / Grade Pay with Basic pay per month: .....
- II. Other allowance (indicate each separately): .....
- III. Total emoluments: .....
- IV. Next increment due on: .....
- V. In case of private, please indicate cost to company (CTC).....

15. Resume of Research work / experience, if any, (one set of reprints be furnished, if available)

16. Field of special interest:.....

17. Are you under any contractual obligation to serve the Central / State Government / any other Public Sector Undertaking / Autonomous Body? If so, please furnish full details.
18. Name and address of two persons (not relatives) to whom reference can be made regarding your professional competence:
  - 1).....
  - 2).....
  - .....
19. One page write-up on analyzing your experience with reference to the functions/ activities described in the advertisement.
20. Whether applying on Direct Recruitment or transfer (i.e. absorption basis)/ Deputation basis:
21. Any other information you may wish to add (as separate sheet):

**DECLARATION:**

I certify that the above information is correct and complete to the best of my knowledge and nothing has been concealed / distorted. If at any time, I am found to have concealed / distorted any material information; my appointment shall be liable to be summarily terminated without notice or compensation. Also I shall, if and when required, take temporary / permanent duty in the discharge of NIELIT assignments anywhere in India or abroad. No criminal case is pending in the court of law.

Place: .....

Date: .....

(Signature of the candidate)

Name: .....

**PART-II**

**(Certificate to be furnished by the Employer / Head of office / Forwarding authority)**

Certified that the information/details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in vacancy circular. If selected, he/she will be relieved immediately.

2. It is also certified:-
  - (i) That there is no vigilance / disciplinary case or criminal case pending or contemplated against Shri / Smt. /Ms. \_\_\_\_\_
  - (ii) That his / her integrity is certified

- (iii) That photocopies of his/her ACRs/APAR for the last five years duly attested by an officer of the rank of Under Secretary to the Govt. of India, are enclosed.
- (iv) That no major / minor penalty has been imposed on him / her during that last ten years **or** A list of major / minor penalties imposed on him / her during the last ten years is enclosed (as the case maybe).
- (v) That the cadre controlling authority has no objection to the consideration of the applicant for the post mentioned in this advertisement.

Signature\_\_\_\_\_

Name and Designation\_\_\_\_\_

Tel. No.\_\_\_\_\_

Office Seal

Place:

Date:

List of  
enclosures:

- 1.
- 2.
- 3.
- 4.
- 5.