



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 DIRECTOR (DR/Deputation basis), REGISTRAR AND CHIEF
FINANCE OFFICER (Deputation basis) 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	:	Director
	Number of post(s)	:	01 (One)
	Scale of Pay	:	Level-13A in the pay matrix (Rs. 131100-216600)
	Method of Recruitment	:	Direct Recruitment/Absorption or Deputation (including short-term contract)
	Age Limit	:	Not exceeding 45 Years

Note 1: Relaxable for Government servants upto 5 years in accordance with the instructions or orders issued by the Central Government.

Note 2: 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 Pangri Sub-Division Chamba District of Himachal Pradesh, the Union Territory of Andaman Nicobar Islands or the Union Territory of Lakshadweep).

Educational and other qualification required for Direct Recruitment

Essential Qualification:

Bachelor Degree in Engineering **or** Bachelor Degree in Technology (Full time 04 years) or Department of Electronics and Accreditation of Computer Courses B-level **or** Associate Member of Institute of Engineers **or** Graduate Institute of Electronics and Telecommunication Engineers **or** Master Degree in Science (MSc) **or** Master in Computer Application **or** Masters Degree in Engineering or Technology (ME or M-Tech) **or** Masters Degree in Philosophy (Mphil) or Ph.D in the field as mentioned below:

Field (single or in combination):

Physics, Applied Physics, Electronics, Electronics and Communication, Radio Physics and Electronics, Chemistry, Applied Chemistry, Materials Science, Environmental Science, Computer Sciences, Communication, Computer and Networking Security, Computer Application, Software System, Information Technology, Information Technology Management, Informatics, Computer Management, Cyber Law, Bio-informatics, Remote Sensing, Geographical Information Systems (GIS), Geography, Mathematics, Applied Mathematics, Operations Research, Total Quality Management, Statistics, Computational Linguistics, Information Science, Electrical, Mechanical, Civil, Production, Industrial Electronics, Instrumentation, Electronics and Instrumentation, Power Electronics, Design.

Experience: 18 Years in operations/Research and Development in Industrial or Academic Institutions or Science and Technology Organizations or in combination of above.

Note 1: The above experience shall be applicable in respect of candidates having Bachelor in Engineering or Bachelor in Technology or Department of Electronics and Accreditation of Computer Courses B Level or Associate Member of Institute of Engineers or Graduate Institute of Electronics and Telecommunication Engineers or Master Degree in Science or Master in Computer Application qualifications, and

for candidates having Master Degree in Engineering or Master Degree in Technology or Master Degree in philosophy of the above fields, two years relaxation in above experience shall be applicable and

for candidates having Ph.D. Qualification will be given 8 years relaxation in above experience shall be applicable.

Note 2: After acquiring essential qualification mentioned above, the candidate must have relevant experience in one or more areas of the above field as decided by NIELIT as per the requirement at the time of recruitment.

For Absorption or Deputation (including short-term contract);

The Scientists or Technologists working in Central Government or State Government or Universities or Recognized Research Institutions or Semi Government, Statutory or Autonomous Organization in India or abroad may be recruited on absorption or deputation (including short-term contract) basis subject to fulfilment of the following conditions, namely: -

- (i) The Scientists or Technologists possess minimum educational qualifications as specified for Direct Recruitment and
- (ii) The Scientists or Technologists should be holding a post analogous to the post applied for or having the experience with 02 years' service in a post in level-13 (Rs.123100-215900) in the pay matrix or equivalent and
- (iii) The period of deputation, including the period of deputation (including short-term contract) in another ex-cadre post held immediately preceding this appointment in same or some other Organization or Department of the Central Government, shall ordinarily not exceed five years, which may extended further with the approval of the Central Government and
- (iv) The Departmental candidates in the feeder category, who are in the direct line of in-situ promotion under Flexible Complementing Scheme or any other Scientific and Technical Personnel Policy in vogue shall not be eligible for consideration for appointment on deputation except for the ex-cadre post for which they are not the feeder grade officers and similarly deputationists shall not be eligible for consideration for in-situ promotion under Flexible Complementing Scheme or any other Scientific and Technical Personnel Policy in vogue.
- (v) The maximum age limit for appointment by absorption/deputation (including short-term contract) shall be not exceeding 56 years as on the closing date of receipt of applications.

JOB RESPONSIBILITIES FOR DIRECTOR:

The Director shall be:

- (i) 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.

2) Eligibility Criteria for the post of Registrar

Officers of the Central Government or State Government or Public Sector Undertaking or Autonomous Bodies:

- (i) Holding analogous post on regular basis
OR
- (ii) Persons having 5 years working experience in the Level 12 of Pay Matrix as per 7th CPC.

Job Responsibility: Registrar will be responsible for Personnel Management/ Financial Management, Strategic Financial Planning / Organizing Senior Level Meeting. Preparation of budget and related matters and day to day management of personal and financial functions.

3) Eligibility criteria for the post of Chief Finance Officer

Officers of the Central/State Government / Other Govt Organizations:

-Holding analogous post on regular basis OR Having 5 years regular Service in Level 11 of Pay Matrix as per 7th CPC

OR

equivalent and having experience of working in Government, Autonomous Bodies or commercial organization/industry or reputed and conversant with commercial accounts related to financial /accounts/budgetary control matters.

Essential Qualification: Degree from a recognized University or equivalent with CA/ICWA/CS/MBA(Finance)/SAS/JAO (Examination conducted by C&AG/CGA)

Job Responsibility: CFO will be responsible for strategic financial planning, Fund Management, budgeting, MIS, investment monitoring, banking, facilitating audit, cost control, Policy level decision, taxation & day to day management of accounting and finance functions.

Note-1: Period of deputation (including short term contract) in another ex-cadre post held immediately preceding this appointment in the same or other organization of Department of the Central Government shall ordinarily not exceed five years.

Note-2: The maximum age limit for appointment by Deputation (including short term contract) shall not exceed 56 years as on the closing date for receipt of the applications.

How to Apply:

Candidates meeting the above eligibility conditions may download the applicable format available in website 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 send 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

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and 45 days for the candidates from rest of India

An advance copy of application along with all requisite documents may however, be sent in PDF file through email rect.depu@nielit.gov.in. The application will however, not be considered by the Screening Committee(s) if the same is not received through proper channel.

POSTING:

The posts are 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 against the post of Director 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 Director in NIELIT.

Recent pass-port
size photograph

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	:	 _____

		Pin Code _____
E-mail	:	_____
		Mobile No. _____
Landline No. (R)		_____
		(O) _____

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(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:

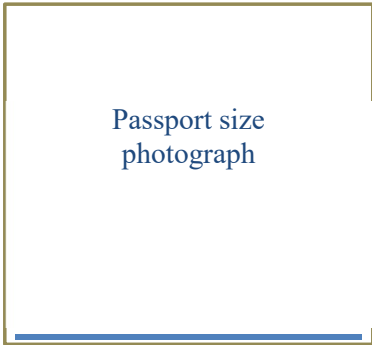
Date:

List of
enclosures:

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

**APPLICATION FOR THE POST OF REGISTRAR/CHIEF FINANCE OFFICER (ON DEPUTATION) IN
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)
([✓] the post applied for)**

1. **Post applied for : REGISTRAR / CHIEF FINANCE OFFICER**
2. **Name :**
3. **Father's/Husband's Name :**
4. **Date of Birth :**
5. **Sex :**
6. **Postal Address with telephone, Fax & Email :**
(a) Office: (b) Residence :
7. **Date of entry in Govt. Service :**
8. **Date of superannuation as per existing rules :**
9. **Substantive post held in the parent Deptt. on regular basis:**
(a) Name / Status of Organization :
(b) Name of the post :
(c) Matrix Level & Pay :
(d) Nature of duties :
(e) Total emoluments Per Month drawn :
10. **Present post held (if on deputation) :**
(a) Name / Status of Organization :
(b) Name of the post :
(c) Matrix Level & Pay :
(d) Nature of duties :
11. **Details of past service(s)**
(a) Post :
(b) Pay Scale :
(c) Period during which held :
From: _____ To: _____
(d) Nature of duties performed :
12. **Whether belongs to SC/ST :**
13. **Essential and relevant qualifications (Name and Year of the degree, University and year of Passing Out)**
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.



Passport size
photograph

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the application forms duly supported by the documents in respect of essential Qualification / Work experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and material fact having a bearing on my selection has been suppressed / withheld.

(Name _____)
Signature of the Candidate _____

Place:

Date:

TO BE FILLED BY THE FORWARDING OFFICE

Office								
Category of office Please tick (✓)	Central Government							State Government
	Central Ministry	Department	Attached Office	Subordinate Office	Autonomous Body	Statutory Body	Other	
Present Post								
Date of continuous employment of the applicant in the present grade					Present Pay and Matrix Level			

Verification of service particular by the Office/Department

1. There is no Certified that all the information mentioned by the applicant in his application as mentioned above have been verified from the records and found to be correct.
2. It is also certified that Shri / Ms. _____ has been working as _____ in the present post/ present pay in the regular and substantive capacity w.e.f. _____.
3. There is no vigilance or disciplinary case pending /contemplated against Shri / Smt.
4. No major/minor penalty has been imposed to him / her during the last 10 years or A list of major / minor penalties imposed on him/ her during the last 10 years is enclosed (as the case may be)

Signature with date _____

Office Seal _____

Designation _____

Phone _____

Email _____