

राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, द्वारका, नई दिल्ली -110077

Advt. No. I-11011/6/2023-O/o Registrar (E-11138)

Engagement for the contractual positions Resource Person (Personal Assistant/Executive Assistant) on fixed remuneration (CTC) initially for a period of one year in NIELIT.

TERMS & CONDITIONS

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 01 year which may be further extended based on performance and requirement. No. of position advertised may vary depending upon requirement.
2. Interview for the position shall be held through Online/Offline mode. In case of Online mode of interview, applicants shall ensure availability of Desktop PC/Laptop with Camera & speakers, network connectivity with proper bandwidth. NIELIT shall not be responsible for any disconnection during the interview or the candidate unable to join the Interview, such candidates shall summarily be rejected. Interview date shall be intimated through email/SMS or shall be updated on the NIELIT website under Recruitment (<https://nielit.gov.in/recruitments>). Candidates are advised to check the website regularly for any information.
3. In case Interview is held online, candidates will be required to appear using either Jitsi/Google Meet/Cisco Webex/ Microsoft Teams. Candidates are required to download the apps and shall be ready to attend the interview as per the time slot given. In case of offline interviews, the venue shall be Delhi.
- 4 Cut-off date for calculating age and experience shall be date of publication of Advertisement i.e. 07th September, 2023. Duly filled offline application with self-attested supporting documents should reach on or before 21st September, 2023 to the address: **Registrar, National Institute of Electronics & Information Technology (NIELIT) NIELIT Bhawan, Plot No. 3, PSP Pocket, Institutional Area Sector-8, Dwarka, New Delhi-110077. Application received after the due date in NIELIT shall be summarily rejected.**
5. Applicants are required to send hardcopy of duly filled application form, along with the following scanned documents/testimonials through speed post to address mentioned in point 4 above: i) Marksheet of Class Xth. ii) Marksheet of Class XIIth. 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) Offer Letter by the current Employer vi) Aadhaar Card Only those applications will be accepted for further process for which the documents mentioned above will be received in NIELIT on or before **21st September, 2023.**
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 Xth. In case the candidate has changed his name subsequent to X, the evidence to that effect should be furnished at the time of interview.
9. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
10. NIELIT reserves the right not to fill any position(s) advertised. NIELIT has the right to accept or reject the application without assigning any reason thereof.

11. The candidate(s), who will qualify the Interview, will be called for Certificate/Document Verification. Date and time for document verification will be informed through email in due course of time. Any change in uploaded documents and physical documents shall lead to cancellation of candidature.
12. A few deserving shortlisted candidates may also be kept in panel for future requirement. It does not entitle the empaneled candidate to claim as right to engagement. Candidates may be called as per requirement of NIELIT.
13. Applicants are advised to visit the website of NIELIT <https://nielit.gov.in> regularly for any updates. No common communication shall be made in any other form separately.
14. The place of deployment will be NIELIT HQs. 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.
15. In the case of any legal dispute, the jurisdiction shall be Delhi.
