

An Autonomous Scientific Society under the administrative control of  
Ministry of Electronics & Information Technology (MoE&IT), Government of India  
NIELIT Corporate Office, NBCC Office Complex, Office Block 3, Ground Floor, Plate - A,  
East Kidwai Nagar, New Delhi - 110023

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### Terms & Conditions

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility.
2. No. of post advertised may vary depending upon requirement.
3. The Assignment shall be on contract initially for 2 years & extendable based on performance & need upto the duration of the scheme. However, the performance of the candidate will be reviewed in every six months, if found not satisfactory, the contract of candidate will be terminated.
4. The engagement shall be liable to terminate at any time by giving notice of 30 days from either side or payment of proportionate remuneration in lieu of.
5. Interview to the advertised positions shall be held in **Walk-in (Offline mode) at NIELIT Corporate Office, NBCC Office Complex, Office Block 3, Ground Floor, Plate - A, East Kidwai Nagar, New Delhi - 110023**. NIELIT shall not be responsible in any circumstances due to which the candidate is unable to attend the Interview; candidature of such candidates shall summarily be rejected.
6. A processing fee of Rs. 590/- (Rs. 500/- + GST @18%) is to be deposited through online mode only in bank account given here under:
  - Bank name: Bank of India
  - Account Holder : NIELIT
  - A/c No. 604820100000012
  - A/c Type : Current Account
  - IFSC Code : BKID0006048
  - MICR Code : 110013052

The details of processing fee payment i.e. transaction no, date, amount is to be filled in application form and receipt of same should be submitted along with the application form.
7. Applicants are required to come with original documents along with a set of self-attested copies of documents and submit the hardcopy of dully filled application form, processing fee payment receipt directly on prescribed date and time as per the interview schedule attached at Annexure - I, the list of documents to be attached or produce at the time of interview are given below-
  - Marksheet of Class X

- Marksheet of Class XII
- Qualification Degree/Certificate & Final consolidated Marksheet clearly mentioning aggregate percentage or CGPA as per 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.
- Self-attested experience certificate (including the experience letter from the current place of working)
- Last three-month Payslip or Bank Statement of last three months showing salary credited.
- Date of Birth Certificate
- Aadhaar Card
- Resume of candidate

**NOTE:- ONLY THOSE APPLICANTS WILL BE ALLOWED TO APPEAR IN THE INTERVIEW WHO WILL REGISTER FOR WALK-IN INTERVIEW BETWEEN 09:00 AM TO 11:30 AM on 08.07.2024 & 09.07.2024 (AS PER INTERVIEW SCHEDULE AT ANNEXURE-I) AND ALSO SUBMIT THE DOCUMENTS MENTIONED ABOVE. IN CASE OF DEFICIENCY IN ANY OF THE ABOVE-MENTIONED DOCUMENTS, THE APPLICATION WILL BE REJECTED AND CANDIDATE WILL NOT BE ALLOWED TO APPEAR IN THE INTERVIEW. NO FURTHER COMMUNICATION IN THIS REGARD WILL BE ENTERTAINED.**

8. Successful submission of application will be considered only after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process.
9. Duly filled offline application, self-attested supporting documents & ONLINE/NEFT/RTGS fee payment receipt should be submitted on 08.07.2024 for the position of Project Officer and on 09.07.2024 for the position of Multi-Tasking Staff (MTS) between 09:00 AM to 11:30 AM in-person by the candidate to the address given below:  
**NIELIT Corporate Office, NBCC Office Complex, Office Block - 3, Ground Floor, Plate - A, East Kidwai Nagar, New Delhi - 110023**
10. Interview shall be conducted **In-Person as per the interview schedule, Annexure-I on 08.07.2024 and 09.07.2024, 01:30 PM onwards** at the address mentioned below: -  
**NIELIT Corporate Office, NBCC Office Complex, Office Block 3, Ground Floor, Plate - A, East Kidwai Nagar, New Delhi - 110023**

*If there are more no. of applications, NIELIT may continue of conducting interviews on the next working day(s) or may conduct written exams or set additional criteria like minimum percentage in essential qualification to shortlist the applications.*

11. Candidates are advised to check the website regularly for any information.
12. Application form received without relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.

13. The qualification of the candidates must be from a recognized University/Institution.
14. Pursuing candidates and candidates awaiting result are not eligible to apply.
15. Work done during internship will not be counted toward experience.
16. Name of the Applicant in application form must be same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to class X, the evidence to that effect should be furnished at the time of interview.
17. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
18. NIELIT reserves the right not to fill any vacancy advertised, also NIELIT has the right to accept or reject the application without assigning any reason thereof.
19. NIELIT reserves the right to cancel the process of recruitment at any stage for the advertised post(s) without assigning any reason.
20. The candidate(s), who qualify the Interview, will be called for Document Verification. On or before the joining. Date and time for document verification will be communicated through SMS/email. Any change in submitted physical documents shall lead to cancellation of candidature.
21. Applicants are advised to visit the website of NIELIT <https://www.nielit.gov.in> for any updates.
22. The place of deployment will be Delhi/NCR. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.

**Schedule for Walk-in Interview for the position of Project Officer and Multi-Tasking Staff (MTS) purely on contract basis**

Date	Position	Schedule	
08.07.2024	Project Officer	<b>Registration*</b>	09:00AM to 11:30 AM
		<b>Interview Time</b>	01:30 PM onwards
09.07.2024	Mutli-Tasking Staff (MTS)	<b>Registration*</b>	09:00AM to 11:30 AM
		<b>Interview Time</b>	01:30 PM onwards

**\*The registration for walk-in-interview will be closed at 11:30 AM and Candidates are requested to ensure their presence as per above schedule**

**Venue:** NIELIT Corporate Office, NBCC Office Complex,  
Office Block-3, Ground Floor, Plate - A,  
East Kidwai Nagar, New Delhi - 110023  
[Nearest Metro Station is South Extension]