National Institute of Electronics and Information Technology (NIELIT)
Dwarka, New Delhi- 110077

DETAILED ADVERTISEMENT
(Advt. No.: NHQ/405/2024-NC(E-3149556))

NIELIT requires the following person purely on contract basis on consolidated remuneration initially for a period of one year: -

S. No.	Name of the position	Name of the Centre and No. of Position(s)	Eligibility Criteria and Experience	Age Limit	Emoluments (Monthly) (inclusive of statutory compliances, if any) [CTC]
1.	Chief Resource Person (Social Media)	NIELIT HQ- 01 (One)	**Essential:** * Post-graduation in Mass Communication * Graduation in Journalism/ Mass Communication * Certificate Course or above in Digital Marketing Experience: - 10 years or above relevant working experience (Minimum 4 years should be post Experience (PG)), preferably in State Govt. /Central Govt./PSUs/Autonomous Bodies **Desirable Qualification:** Knowledge of running advertisement on Social Media platforms and Digital Marketing of Govt. organizations.	Upto 40 Years	Up to Rs. 75,000/- (Rs. Seventy-Five Thousand only) (Depending upon the qualification and experience) Place of Posting: Delhi
2.	Sr. Resource Person (Graphic Designing)	NIELIT HQ– 01 (One)	**Essential: -** * Graduation in any stream with more than 50% Marks * Certificate Course or above in Visual Effects/ Graphic designing of duration 1 year or above in Experience: - Minimum 03 years post qualification working experience (preferably in State Govt. /Central Govt./PSUs/Autonomous Body) in Graphic Designing for Social Media Platforms **Desirable Qualification: -** Knowledge of Graphic Designing and Video Editing Software (Photoshop, Illustrator, Adobe Premier Pro, Corel DRAW, Adobe After Effect, etc.), Audio Editing, Typography, Motion Graphic etc.	Up to 30 Years	Up to Rs. 60,000/- (Rs. Sixty Thousand only) (Depending upon the qualification and experience) Place of Posting: Delhi

3.	Advisor (Finance)	NIELIT HQ– 01 (One)	**Essential:** Master Degree in Commerce/ Finance. Higher Qualification will be an added advantage. **Eligibility Criteria:** • Minimum 25 years of Post qualification experience. • Minimum 5 years of experience of handling in Finance matters at a Senior level in a reputed Government / PSU/ University/Autonomous organization. **Desirable Experience:** • Rich Experience in various fields of Finance at senior level position. • Good knowledge of GFR and DOPT policies. • Proven experience as Head of Office. • Handling matters related to Finance and Audits	Upto 64 Years of age on the last date of receipt of application. (Retired Govt. employees upto 64 years of age can apply) (The terms of engagement for retired Govt. employees shall be dealt with in terms of DoE, MoF OM No. 3-25/2020-E.IIIA dated 09th December, 2020, as amended from time to time.)	Up to Rs. 1,50,000/- (Depending upon the qualification and experience) In case of persons retired from Govt./ Autonomous Body/ PSU/University etc. i) A fixed monthly amount shall be paid as per the Govt. norms arriving at by deducting the basic pension (gross) from the basic pay drawn at the time of retirement in the case of persons retired from Govt. service. ii) The remuneration in case of officers retired from Autonomous Bodies/Universities and other officers not entitled to pension shall be fixed at 50% of last pay drawn. Place of Posting: Delhi
4.	Jr. Resource Person (Support)	NIELIT HQ – 03 (Three)	**Essential:** Graduation in any stream with essential knowledge of Computer along with Diploma in Computers/ DCA/ ADCA/ CCC/ BCC/ECC/CCCP **Post Qualification Experience (after acquiring essential qualification):** At least One (01) Year post qualification experience in conduction of Large/Enterprise Level Online Examination including managing of data & support to Exam Centres in configuration and troubleshooting/resolving issues.	Up to 35 Years	Up to Rs. 30,000/- (Rs. Thirty Thousand only) (Depending upon the qualification and experience) Place of Posting: Delhi

			Desired Knowledge / Qualification / Certification: • Working Knowledge/Expertise of SQL Server. • Knowledge of IIS, LAN Configuration, Server Management. • Working Knowledge/Expertise of MS Office. • Good analytical and problem-solving approach. • Strong User-interaction skill and co-ordination skill Ability to remain calm and focused under extremely stressful situations Ability to work in shifts. • Work experience of Support/Incident management is desirable.		
5.	Consultant	NIELIT HQ – 01 (One)	**Essential Qualification:** Bachelor's Degree in Technology or Engineering or equivalent in the field of Computer Science / Information Technology / Cyber Security / Electronics and Communications with at least 60% marks in aggregate. OR MTech. In the field of Computer Science / Information Technology / Cyber Security / Electronics and Communications / MCA / NIELIT 'B' Level Degree, with at least 60% marks in aggregate. **Post Qualification Experience (after acquiring essential qualification:** At least Five (05) Year post qualification experience in conduction of Large/ Enterprise Level Online Examinations including managing of data & support to Exam Centers in configuration and troubleshooting/ resolving issues. **Desired Knowledge / Qualification / Certification:** • Working Knowledge/Expertise of SQL Server. • Knowledge of IIS, LAN Configuration, Server Management. • Working Knowledge/Expertise of MS Office. • Good analytical and problem-solving approach. • Strong User-interaction skill and co- ordination skill Ability to remain calm and focused under extremely stressful situations Ability to work in shifts.	Up to 40Years	Up to Rs. 70,000/- (Rs. Seventy Thousand only) (Depending upon the qualification and experience) Place of Posting: Delhi

			• Work experience of Support/Incident management is desirable. • He/She should have at least 3 years of experience in managing the complete examination process of large-scale IT/ICT/e-Governance projects		
6.	Faculty (Computer Science & Engineering)	NIELIT Ajmer (Kekri)–02 (Two)	**Essential:** M.Tech degree in Computer Science and Engineering or a relevant discipline with a minimum of 55% marks (or an equivalent grade) from a recognized university or institution with 2 year Experience Or A Ph.D. in Computer Science and Engineering or a relevant discipline. Desirable: Very good knowledge of all the subject of relevant discipline including specialized areas in CSE (such as AI, Data Science, Cyber security, IoT ,Block chain etc.) may be considered an advantage	Upto 35 Years	Rs. 35000/- (Rs. Thirty Five Thousand only) Place of Posting: NIELIT Ajmer (Kekri)

General Terms & Conditions:

1. The qualification of candidates must be from Govt. University or Govt. recognized University/ Institutions.
2. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
3. Cut-off date for calculating age and experience shall be last date of receipt of applications. Duly filled offline application with self-attested supporting document should reach on or before (last date of receipt of applications) 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. Applications received after the due date including postal delay shall be summarily rejected.
4. Non-refundable Registration Fee of Rs. 500/- per position to be deposited through online mode. The Candidates may deposit registration fee in the account of NIELIT in the given Bank account:

Name of the office	National Institute of Electronics and Information Technology, New Delhi
Bank Account Number	604820100000012
Bank Name	Bank of India
IFSC Code	BKID0006048

5. Applications received without requisite application fee (Rs. 500/-) shall be summarily rejected.
6. NIELIT has the right to accept or reject the application without assigning any reason thereof.
7. Applicants are advised to visit the website of NIELIT **http://nielit.gov.in/recruitments** for any updates.
8. No separate communication shall be made in any other form.
9. The number of vacancy is tentative and liable to change as per the requirement of NIELIT.
10. The Remuneration mentioned above is consolidated salary (CTC). The selected candidate will not be paid any other financial benefits like Medical, HRA, Transport etc. except the consolidated salary.
11. Selection of candidate for appointment to the above mentioned position will be based on the performance of the candidates in the interview and as found eligible as per prescribed criteria.
12. The selected candidate will be engaged purely on contract basis initially for a period of one year, which may be extended depending upon the requirement of NIELIT and performance of the candidate.
13. The offer of appointment for the selected candidate will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.

14. Only those candidates who deposit requisite non-refundable registration fee of Rs. 500/-, clear document verification and successful interaction will be selected/waitlisted.
15. Candidates will not be entitled to claim any TA/DA for appearing in Interview.
16. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
17. In the case of any legal dispute, the jurisdiction shall be Delhi.

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