



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान, हरिद्वार
National Institute of Electronics & Information Technology, Haridwar
2nd Floor, Government Polytechnic Building, Plot No- 6C, Sector -11,
Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand- 249403

Walk-in-Interview for the following position on Contract Basis

Walk-in-Interview Date: 01/10/2020 (Thursday)

Walk-in-Interview Reporting Time: 10.00 A.M.

(Advertisement No. NIELIT/HDW/2019/ADM/05(Vol.i)/76)

Qualification, Experience, Remuneration, Job Description and Age Limit for engagement of personnel on contract basis for Mussorie(place of posting), are as under:

Sr. No.	Name of the Post	Details of Educational Qualification and Experience	No. of Vacancies	Consolidated Monthly Emoluments (in Rs.)	Job Description
1.	IT Support Assistant	Essential: BCA/BSc(CS/IT) with one year of experience OR Graduate with two years of experience in IT.	01	17000/-	Handling the network infrastructure LAN/WAN, Installation, Migration and configuration of network clients of windows and MAC. Should have a strong knowledge of Desktop trouble shooting, software/ Antivirus/ Application installation. Should have a strong knowledge of Online meetings and webinar applications (Like zoom, Microsoft team, Webex etc.)

AGE CRITERIA (For all posts): Age of the candidate should not be more than 40 years as on 1.8.2020.

INSTRUCTIONS FOR CANDIDATES

- Interested candidates may fill up the Application Form after reading these instructions carefully. Application Form may be downloaded from the following link: <http://nielit.gov.in/haridwar/content/current-recruitment>
- The advertised posts are purely on contract basis on consolidated remuneration; initially for a period of SIX MONTHS which may be extended further depending on the requirement and performance of the candidate.
- It is the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, experience and age etc. before applying. No relevant column should be left blank in the Application Form.
- The candidature of the candidate is subject to his/her eligibility regarding academic, professional qualifications and experience etc. and mere applying for the post does not mean that the candidate is eligible for selection/empanelment or even for interview.
- Applications are subject to further scrutiny at any point of time during the period of contract. At any time, if any document, statement or any other information submitted by the candidate is found to be false/suppressed/wrong/incorrect as per the selection/eligibility criteria, the contract of the candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT Haridwar.
- Higher remuneration may be considered for the candidates having higher experience in the specified area.

7. Candidates are required to attach self-attested copies of the following documents/certificates with the Application form to be submitted: -
- Caste certificate (SC/ST), if applicable.
 - Disability certificate (PWD), if applicable.
 - Matriculation/10th Class certificate showing Date of Birth.
 - Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - Degree certificate of higher educational qualification, if any.
 - Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - Attested copy of Aadhaar Card or any other ID card issued by Government
 - Transaction Slip of Fee Deposition.

In case a candidate is not in possession of a Degree Certificate, he/she must attach self-attested copies of DMCs (Detailed mark sheets and certificate) of all the semesters/years relating to that degree. Non-submission of the above documents may lead to cancellation/rejection of the Application Form/Candidature. Name entered in the application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

- Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the submission of the Application Form.
- The application fees of Rs. 500/- shall be deposited by candidate by Debit Card or in cash or through DD in favour of "NIELIT Haridwar" payable at Haridwar.
- Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for specific post before coming for Walk-in-Interview and remitting application fee.
- The candidate must indicate his/her email-id and mobile No. on which any communication from NIELIT Haridwar may be sent.
- Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the application as per their institute/university conversion formula. The supporting document for conversion formula may also be submitted along with the application in such case.
- NIELIT Haridwar reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
- All candidates appearing for interview will be required to bring all original documents along with at least one self-attested Photostat copy of each document with regard to Educational Qualifications and Experience including Caste/Category Certificate (if applicable) and proof of Date of Birth etc., which may be verified by NIELIT representatives immediately before interview.
- The offer of appointment for the selected candidates will be subject to verification of original certificates/testimonials at the time of interview and completeness of other formalities.
- Canvassing/trying to influence NIELIT employees to secure job in any manner shall disqualify the candidate.
- The candidate will be required to make his/her own arrangements for logging/boarding in case the interview is carried forward to next day due to large number of applicants.
- No TA/DA will be provided to candidate for appearing in interview. Candidate will be required to make his/her own arrangements for stay etc.
- All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Haridwar – <http://nielit.gov.in/haridwar/content/current-recruitment>. Candidates are therefore, advised to visit this website regularly regarding the empanelment process, interview schedule etc.
- The manpower empanelled shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.
- In case of any dispute, decision of the competent authority of NIELIT Haridwar will be final.

Sd/-
Director In-Charge