



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

Interview for the following positions on Contract Basis

(Advertisement No. NIELIT/HDW/2019/ADM/05(Vol.i)/74)

Qualification, Experience, Remuneration, Job Description and Age Limit for engagement of personnel on contract basis, 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
PLACE OF POSTING: HARIDWAR					
1.	Project Engineer (IT)	Essential: BE/BTech(CS/IT)/MSc(CS/IT)/MCA/B-Level with 01 year relevant experience Desirable: Experience in development of web applications using open source technologies such as Linux, Apache, PHP, MySQL, Moodle, Drupal, Angular JS etc.	01	30,000/-	Development and maintenance of web applications, managing Web Server, planning, designing and conducting training on Web Technologies and performing other related academic activities.
2.	Jr. Faculty	Essential: BE/BTech(CS/IT)/MCA/MSc(CS/IT)/B-Level OR Graduate with A-Level with 01 year relevant experience Desirable: Experience of teaching will be an added advantage.	01	22,000/-	Teaching, Course Design, developing learning material/ e-Contents and performing other related academic activities.
3.	Office Assistant	Essential: BCA/BSc(CS/IT) OR Graduate in any discipline with O-Level OR Graduate in any discipline with PG Diploma in Computer Applications /Information Technology from a recognized University OR Graduate in any discipline with CCC certification from	01	17,600/-	Assisting in training management, academic counselling, handling students matters, maintaining training records and performing other related academic activities.

		NIELIT(DOEACC) with minimum one year experience Knowledge of Hindi and English Typing is must in each case. Desirable: Good communication skills along with excellent working knowledge of MS-Office & Internet.			
4.	Sr. Assistant (Accounts & Admin)	Essential: MCom with Tally Certificate and working knowledge of TDS, GST, Income Tax and MS-Office with minimum 05 Years' Experience OR BCom with Tally Certificate and working knowledge of TDS, GST, Income Tax and MS-Office with minimum 07 Years' Experience Desirable: Working experience in a Government/Semi-Govt. /Autonomous Society of Government.	01	28,600/-	Handling Accounts and Administration related activities. Managing Facility Management projects.
PLACE OF POSTING: MUSSOORIE					
5.	IT Engineer (Junior)	Essential: BE/BTech(CS/IT)/MCA OR Diploma in Engineering in CS/IT with one year of experience OR BCA/BSc(CS/IT) with one year of experience OR Graduate with PGDCA/ O-Level (NIELIT) with one year of experience.	01	18700/-	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.) Maintaining of different type of desktop and laptops.

NOTE: O/A/B Level in above table indicates O/A/B Level from NIELIT(DOEACC) only

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

INSTRUCTIONS FOR CANDIDATES

1. 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>
2. Filled Application along with one latest coloured passport size photograph (Self-attested photo), copy of Educational Qualifications, caste/category (if applicable), work experience certificates and fee transfer details shall be submitted in person at the Centre or scanned copy may sent through email to haridwar@nielit.gov.in **latest by 27th August, 2020 (Thursday) by 05.00 P.M.**
3. **Applications received after due date and time will be summarily rejected.**
4. Application fee (non-refundable) of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PWD candidates shall be submitted in the following account:

Account Name: **NIELIT Haridwar**

Account Number: **12922122001331**

IFSC Code: **ORBC0101292**

Bank Name: **Oriental Bank of Commerce**

Branch Address: **Pentagon Mall, Sector-12, Haridwar.**

Application fee once paid will not be refunded in any case. No application will be considered without application fee. Candidates applying for more than one post shall submit Separate application form for each post along with prescribed fee for each post separately.

5. The advertised posts are purely on contract basis on consolidated remuneration; initially for a period of ONE YEAR (for posts at Sr. No. 1 to 4) and SIX MONTHS (for post at Sr. No. 5) which may be extended further depending on the requirement and performance of the candidate.
6. 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.
7. 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.
8. 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.
9. Higher remuneration may be considered for the candidates having higher experience in the specified area.
10. Candidates are required to attach self-attested copies of the following documents/certificates with the Application form to be submitted: -
 - a. Caste certificate (SC/ST), if applicable.
 - b. Disability certificate (PWD), if applicable.
 - c. Matriculation/10th Class certificate showing Date of Birth.
 - d. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - e. Degree certificate of higher educational qualification, if any.
 - f. Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
 - g. Attested copy of Aadhaar Card or any other ID card issued by Government
 - h. 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.

11. 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.

12. The candidate must indicate his/her email-id and mobile No. on which any communication from NIELIT Haridwar may be sent.
13. 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.
14. NIELIT Haridwar reserves rights to call only limited number of candidates for interview after screening of applications on the basis of merit, relevant experience etc.
15. The empanelment of the candidate will be held on the basis of qualification, relevant experience and Interview. The list of empanelled candidates in order of their merit will be displayed on the website and on the notice board of NIELIT Haridwar.
16. The final selected/empanelled candidates will be called for joining as per requirement of NIELIT Haridwar.
17. 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.
18. NIELIT Haridwar reserves the right to conduct interview in online mode through any video conferencing tool or in person at premises of NIELIT Haridwar at Government Polytechnic Campus, SIDCUL, Haridwar. In case, interview is conducted in online mode, it will be sole responsibility of the candidate to ensure good internet connectivity at his/her end in order to have uninterrupted interview.
19. No TA/DA will be provided to candidate for appearing in interview if interview is conducted at Haridwar. Candidate will be required to make his/her own arrangements for stay etc.
20. 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.
21. The manpower empanelled shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.
22. In case of any dispute, decision of the competent authority of NIELIT Haridwar will be final.

Sd/-
Director In-Charge