

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

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 a period up to 25-02-2025 & extendable based on requirement. However, the performance of the candidate will be reviewed, if found unsatisfactory, the contract of candidate will be terminated immediately without any prior notice.
4. The engagement shall be liable to terminate at any time by giving notice of 30 days from either side.
5. Interview to the advertised positions shall be held in **Walk-in (Offline mode) on 26.09.2024, 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. Applicants applying for multiple positions, must submit a separate application.
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, 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 26.09.2024 (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. Duly filled offline application, self-attested supporting documents should be submitted on 26.09.2024 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 [Nearest Metro Station is South Extension]

9. Interview shall be conducted **In-Person as per the interview schedule, Annexure-I on 26.09.2024, 11:30 AM 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 [Nearest Metro Station is South Extension]

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.

10. Candidates are advised to check the website regularly for any information.
11. 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.
12. The qualification of the candidates must be from a recognized University/Institution.
13. Pursuing candidates and candidates awaiting result are not eligible to apply.
14. Work done during internship will not be counted toward experience.
15. 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.
16. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
17. 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.
18. NIELIT reserves the right to cancel the process of recruitment at any stage for the

advertised post(s) without assigning any reason.

19. The selected 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.
20. Applicants are advised to visit the website of NIELIT <https://www.nielit.gov.in> for any updates.
21. 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 Chief Resource Person (Project Coordination) and Resource Person (Admin/Account) purely on contract basis

Date	Position	Schedule	
26.09.2024	Chief Resource Person (Project Coordination)	Registration*	09:00 AM to 11:30 AM
	Resource Person (Admin/Account)	Interview Time	11:30 AM 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]