

**National Institute of Electronics and Information Technology, Haridwar Centre
2nd Floor, Government Polytechnic Building, Plot No 6C, Sector 11,
Near Pentagon Mall, SIDCUL, Haridwar (U.K.) -249403**

ONLINE INTERVIEW

for

**Empanelment of IT Resource Persons to be deployed on projects or in various Govt.
Departments on contract basis (Advt. no. NIELIT/HDW/2019/ADM/05(vol-i)/78)**

Terms & Conditions:

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>**. The scanned copy of application form along with the attested copies of the documents may be sent to **haridwar@nielit.gov.in** with subject line “**Empanelment against Advt. no. NIELIT/HDW/2019/ADM/05(vol-i)/78**” latest by **11-11-2020, 05:00 PM**. The hard copies of the same with clear mentioning the subject line as “**Application for Empanelment against Advt. no. NIELIT/HDW/2019/ADM/05(vol-i)/78**” may be sent in a sealed envelope to:

**NIELIT Haridwar,
2nd Floor, Government Polytechnic Building,
Plot No. 6C, Sector -11, Near Pentagon Mall, SIDCUL, Haridwar**

2. Incomplete applications will be summarily rejected and no request of fee refund will be entertained in this regard.
3. Candidates applying for more than one post shall submit separate application form for each post along with prescribed fee for each post separately.
4. Application fee of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PWD candidates shall be submitted through online mode latest by 11-11-2020, 05:00 PM 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, SIDCUL, Haridwar.**

Application Fee once paid is non-refundable and non-transferable in any case. Fee through any other mode like DD, Pay order, Cheque, Challan, etc. will not be accepted.

5. Successful submission of application will be considered only after receipt of prescribed fees. NIELIT Haridwar shall not be responsible for any broken transaction during online payment process.
6. 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 Matriculation/10th Class certificate showing Date of Birth.
 - c Degree/Certificates of essential qualification which makes him/her eligible for

applying for the post applied.

- d Degree certificate of higher educational qualifications, if any.
- e Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
- f Attested copy of Aadhaar Card or any other ID card issued by Government

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.

7. 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
8. The cut-off date for calculating age, qualifications, experience etc. will be the last date of submission of the form i.e. **11-11-2020**. In case, last date is extended, the date of determining eligibility will not change.
9. The name of the candidate in the application form must be the 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.
10. NIELIT Haridwar will shortlist the candidates on the basis of the merit of their marks obtained in the qualifying Degrees/Diploma and will upload list along with schedule of online interview on the website of NIELIT Haridwar. Candidates must check the website regularly for any updates.
11. 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.
12. Candidates are advised to check the website regularly. **Interview and Document Verification will be conducted at NIELIT Centre only. If there is any change in location, same will be informed.**
13. The Candidate should have an arrangement of PC/laptop using meeting software as Google Meet and proper Internet Facility for online interview. The candidate must also ensure that there should be no person nearby helping him/her while online interview is in process. If at any time, it is found so, the interview may be cancelled and he/she will be debarred from the selection process.
14. Only those candidates who are shortlisted after the online interview will be empanelled for deployment on any project/department/NIELIT Haridwar Centre, purely on contract basis, initially for a period of 06 months (which may be further extended based on requirements/performance of the candidate) or upto their contract period with the client department or as decided by NIELIT Haridwar. ***NIELIT does not guarantee to deploy all shortlisted candidates from panel.***

15. **Empanelment means the shortlisted candidates will be in the panel of NIELIT Haridwar for three years. They may be deployed on projects in the Govt. departments/NIELIT Haridwar as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department.** The deployment of the empanelled candidate on any project or in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.
16. No TA/DA will be provided to candidates for appearing for the Interview/ Document Verification/formal interaction with client department etc.
17. The place of deployment will be Dehradun/Haridwar and may be in any other part of the Uttarakhand state. Candidates must be willing to travel to any place outside Dehradun/Haridwar as part of their job. **They may have to work on shift/ rotational basis as per department requirement.**
18. The qualification of the candidates must be from recognized University/Institution.
19. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
20. Candidates with last semester result awaited or incomplete degrees are not eligible to apply.
21. Candidates must produce at least one original Photo ID proof and all original Mark sheets/ degrees/ testimonials/ post qualification experience certificates (including the Experience letter of the current place of working)/ one passport size photo and their SELF ATTESTED photocopies for verification purpose before deployment on any project/department.
22. NIELIT Haridwar reserves the right to modify, postpone or cancel this empanelment process at any time without any notice and without assigning any reason thereof
23. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
24. NIELIT Haridwar has the right to accept or reject the application without assigning any reason thereof.
25. The applicants are advised to visit the website of NIELIT Haridwar centre **<http://nielit.gov.in/haridwar>** regularly for result of candidates selected/shortlisted for empanelment or any other update. No separate communication shall be made in any other form.
26. The manpower empanelled shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.
27. In case of any dispute, decision of the competent authority of NIELIT Haridwar will be final.
