

National Institute of Electronics and Information Technology (NIELIT), Kurukshetra

Government Polytechnic Campus, Umri – Kurukshetra

Phone Nos. 01744-278035/36, 8800270096, 7973207492

Website: www.nielit.gov.in/kurukshetra

Instructions/Guidelines regarding advertisement/selection/empanelment of candidates for one contractual post of Project Associate and one post of Front Office Counselor cum Project Assistant to be deployed in NIELIT Kurukshetra office against Recruitment Notice advertised in “**Dainik Bhaskar**” newspaper dated 04-March-2022 and also displayed on the website of this Centre.

Non-refundable Application fee of Rs. 500/- (Rs 250/- for SC, ST, Person with Disability (PWD) and Women candidates) is to be paid online through Debit Card /Credit Card / Net banking only at the time of mailing the application form. The account details are as under:-

Account No.: 3287000100620131, IFSC Code: PUNB0871800, Bank Name: Punjab National Bank

For any problems faced in filling up the application form or in paying the application fee or for any clarifications, the applicant may contact at 8800270096 or 7973207492

1. Candidates are advised to visit the website – www.nielit.gov.in/kurukshetra for downloading the detailed instructions, guidelines, application form, essential qualifications, post qualification experience, other relevant details etc.
2. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before submitting his/her Application Form etc.
3. **Regarding payment of Application Fee (payable separately for each post):-**
 - a) Non-refundable application fee as mentioned above is to be paid online on or before the date of interview.
 - b) In case a message “Transaction Unsuccessful/Transaction Declined/Transaction Failed” is shown to the applicants at the time of paying the fee, it means that the requisite fee has not been received. The candidate must ensure that his/her payment is not being shown as “pending” in the payment status field displayed after checking View/Print Application menu available on the Home Page of the website.
 - c) In case payment of Application Fee is successfully made by the applicant, message of successful transaction will be shown followed by display of payment details from where the candidate can note down/print the transaction details of the payment made, for future reference and record.
 - d) In case the candidate is not able to submit fee online by the closing date and time or the application is otherwise incomplete his/her candidature will be summarily rejected.
4. The candidate will have to submit original signed copy of the downloaded Application Form with a photograph pasted at the marked location, along with attested copies of their testimonials (**mentioned at Sr. No. 11**) for submission through email on or before 14.3.2022 [before 11:00 AM] through email to training.kkr@nielit.gov.in. & jitesh.prajapat@nielit.gov.in

5. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, post qualification experience, age etc. before applying.
6. Before mailing the Application Form, the candidate must ensure and satisfy that his/her Name, Father's Name and Date of Birth are identical in his/her Aadhaar Card & other documents otherwise the Application Form is liable to be rejected at any stage.
7. The requisite experience (if any) for the post will be counted from the date of acquiring the prescribed minimum essential qualification for that post (**post qualification experience**).
8. **The cutoff date for calculating the age as well as completion of the eligibility conditions with regard to essential qualifications and experience will be the closing date for applying 31-Jan-2022, which will remain unchanged even in case of extension of the closing date for submission of the application.**
9. **There will not be any written test and interview will be conducted in offline mode preferably but in case if candidate request to have an online interview then it will be decided by the committee and the link will be shared on the date of interview.**
10. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in the interview does not mean that the candidate is eligible for selection/empanelment.
11. Candidates are required to attach attested copies of the following documents/certificates with their downloaded Application Form : -
 - a) Caste certificate (SC/ST), if applicable.
 - b) Category 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 post qualification 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 PAN Card.
 - h) Attested copy of Aadhaar Card.
 - i) Attested copy of first page of bank passbook where his/her name, address and bank particulars including IFSC code are printed.

The candidate must affix his/her **recent colour passport size photograph** on the Application Form.

In case a candidate is not in possession of a Degree Certificate, he/she must attach attested copies of DMCs of all the semesters/years relating to that degree. Non-submission of the above documents may lead to cancellation/rejection of the Application Form(s)/Candidature.

12. 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 the conversion

formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria.

13. Application Form(s) of the candidates received in NIELIT Kurukshetra by post or courier shall neither be considered nor sent back.
14. The posts advertised are purely contractual and the period of contractual employment may be extended depending upon the requirements but the employment shall continue to remain on contractual basis without any scope of regularization.
15. 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 services of the candidate will be terminated with immediate effect and NIELIT Kurukshetra may initiate legal proceedings against the candidate.
16. The candidate must indicate his/her email-id and mobile number(s) in the form, on which any communication from NIELIT Kurukshetra may be sent.
17. **For the candidates who request for online interview, it will be conducted on Google Meet for which the candidate must have computer/Laptop/Smart Phone with camera facility along with internet connection with good speed.**
18. For preparing a selection/empanelment list, 40 marks will be allocated for technical knowledge, 30 marks for presentation of the candidate before the Selection Committee and 30 marks for the interpersonal skills.
19. In case of two or more candidates get the same marks in the selection/empanelment list, the candidate who has better overall academic record will be given preference.
20. The last date to mail the duly filled application form is **14.3.2022** and interview will be on **14 March 2022**. However, the final date & schedule for the interview shall be confirmed on the website 1-2 days before the date of interview depending on the situation caused due to spread of COVID-19 and government notifications on COVID-19.
21. The candidate must mention his/her email-id and mobile number(s) in the application form on which any communication from NIELIT Kurukshetra may be sent.
22. The selected/empaneled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.
23. If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her eligibility before applying for the advertised post(s).
24. The decision of the Director, NIELIT Kurukshetra in all matters relating to the recruitment process/employment shall be final and binding.

25. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Kurukshetra from 10.00 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).
26. NIELIT Kurukshetra reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
27. **All the notices and updates regarding these post(s) will be uploaded on the website of the NIELIT Kurukshetra – www.nielit.gov.in/kurukshetra. Candidates are therefore, advised to visit this website regularly regarding the entire selection/empanelment process.**
