



NIELIT Kurukshetra

An Autonomous Scientific Society under the administrative control of Ministry of Electronics & Information Technology (MoE&IT), Government of India, Govt. Polytechnic Campus, Umri Kurukshetra, Haryana – 136 131

<https://nielit.gov.in/kurukshetra/index.php>

Terms and Conditions

1. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. All the details are provided in the website – <https://nielit.gov.in/kurukshetra/recruitments> for downloading the detailed instructions, guidelines, application form, minimum qualifications, post qualification experience, other relevant details etc.
2. No. of post advertised may vary depending upon requirement.
3. The reporting time for walk-in interview is 10.30 AM (30th December 2024) to 03:30 PM (30th December 2024) along with all relevant documents in original, one set of self-attested copies and filled application form (in all respects). Candidate reporting after 03:30 PM (30th December 2024) will NOT be entertained.
4. Candidates are advised to check the website <https://nielit.gov.in/kurukshetra/index.php> regularly for any update on the information
5. Interview to the advertised positions shall be held on walk in basis. NIELIT, Kurkshetra will not pay any expenses of any kind (including travelling expenses) to the candidate for the said Walk-in interview under any circumstances.
6. Non-refundable Application fee of Rs. 500/- (Rs 250/- for SC/ST/Person with Disability(PWD)/Women candidates) is to be paid online through Debit Card /Credit Card / Net banking/QR Code only. The account details are as under: -

Account Details Scan & Pay Using QR Code

Account Holder: National Institute of Electronics & Information Technology (NIELIT)

Account No.: 3287000100620131

IFSC Code: PUNB0871800

Bank Name: Punjab National Bank

Scan & Pay Using QR Code



Regarding payment of Application Fee:

- a) Non-refundable application fee as mentioned above is to be paid on/before the date of interview (03:30 PM of 30th December 2024)
 - 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.
 - 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 by the closing date and time or the application is otherwise incomplete his/her candidature will be summarily rejected
 - e) Candidate/s who have paid the required fees in respect of the earlier advertisement for this post need not to pay the fees again.
7. The candidate will have to submit original signed copy of the downloaded & filled Application Form with a photograph pasted at the marked location, along with attested copies of their testimonials as under:
- 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.*
8. The candidate must affix his/her recent color 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.

9. 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.
10. The qualification of the candidates must be from a recognized Board/ University/ Institution. The requisite experience (if any) for the post will be counted from the date of acquiring the prescribed qualification for that post (post qualification experience)
11. 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.
12. Canvassing/trying to influence NIELIT employee to secure the job in any manner shall disqualify the candidate.
13. 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 20th December 2024, which will remain unchanged even in case of extension of the closing date for submission of the application.
14. There will be no written test. The walk-in interview will be conducted in offline/in-person mode only starting at 11:00 AM on 30th December 2024. 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.
15. NIELIT reserves the right not to fill the vacancy advertised, also NIELIT has the right to accept or reject the application without assigning any reason thereof.
16. NIELIT reserves the right to cancel the process of engagement at any stage for the advertised post(s) without assigning any reason.
17. 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
18. The 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.

19. The place of deployment will be in Krukshetra. However, if need arises, the selected candidate can be deployed/ deputed any where in the State of Haryana any time during the term of engagement.
20. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated remuneration.
21. 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.
22. 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.
23. For preparing a selection/empanelment list, 70 marks will be allocated for knowledge pertaining to the area for which the post is advertisement ; and 30 marks are for the interpersonal skills which may include a presentation on any subject related to the advertised post before the interview Committee.
24. In case, if 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
25. 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)
26. The decision of the Head/Director of NIELIT Kurukshetra in all matters relating to the recruitment process/employment shall be final and binding.
27. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Kurukshetra from 10:00 AM to 05:00 PM (Monday to Friday/working day only except during lunch break from 01:00 PM to 01:30 PM)
28. NIELIT Kurukshetra reserves the right to modify the no. of vacancies, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
29. This to reiterate that the post is purely contractual and temporary and shall be on contract initially for ONE year & extendable based on performance & need. However, the performance of the candidate will be reviewed in every six months, if found not

satisfactory, the contract of candidate will be terminated. The engagement shall be liable to terminate at any time by giving notice of 30 days from either side.

For any issues/clarifications, the applicants may contact at 01744-278035 or 93501 21146



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FORM OF APPLICATION

Affix Recent
Passport Size
Photograph

1. Post applied for: _____
2. Name in full: _____
(in Block Letters) First Middle Last
3. Father's/Husband's Name: _____
4. (a) Date of Birth (in figure): _____
(b) Age : _ _ _ Years _ Months _ Days
5. Gender (Male/Female /Other): _____
6. Marital Status: Married /Unmarried/ Divorcee etc. (Strike out whichever is not applicable)
7. Mobile No: _____,
8. Email ID: _____
9. Nationality: _____
10. Address for Correspondence: _____

_____ Pincode: _____
11. Permanent Address: _____

Pincode: _____

12. Particulars of all examination passed and degree and technical qualifications obtained commencing from School Board or equivalent examination: (Please attach separate sheet, if required)

Examination/ Degree	University/Board	Passing Year	%age of marks	Subjects

13. Experience: (Please attach attested copies of the experience certificate)
(Please start with Latest)(Please attach separate sheet, if required).

Name of employer	Post held	Period		Last Salary Drawn	Nature of Work / duties
		From	To		

Total Experience in Years and months: _

14. Working knowledge of computer: (Yes/No):

15. Any Other relevant info: _____

16. Documents to be attached (apart from the ones mentioned at point 7 above)

- i. Qualification Degrees / Certificates & Final consolidated Mark sheet clearly mentioning aggregate percentage or CGPA as per requirement for 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.
- ii. Self-attested experience certificates (including the Experience letter from the current place of working)
- iii. Date of Birth Certificate
- iv. Resume of the candidate

Undertaking:

1. I have gone through the “Term & Conditions” provided in the website link and shall abide by the same.
2. It is also certified that all the information furnished above by me is true, complete, and correct to the best of my knowledge and belief.
3. I have submitted only one application for this position.
4. Further, I have never been debarred by any organization for any illegal activity during my education / service.
5. I understand that in the event of any information found false /incorrect /suppressed or any ineligibility being detected before or after the test/interview/selection, my candidature is liable to be canceled/my services are liable to be terminated and no correspondence will be entertained by NIELIT in this regard.
6. I understand that NIELIT has the right to accept or reject the application without assigning any reason thereof. NIELIT has full right not to fill any vacancy advertised through this mode.

Place:

Name:

Date:

Signature:

-For Office Use Only-

Place:

Signature and Name of

Verifying Officer

Date:

Remarks/Comments: