

### **Hiring of Manpower on contract basis**

Instructions/Guidelines regarding advertisement for the selection/empanelment of candidates for one contractual post of “Project Associate” to be deployed in NIELIT Kurukshetra office against Recruitment Notice advertised in “Dainik Bhasker” newspaper dated 22-August-2021 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 76782-71432 or 94633-53104

#### **Terms & Conditions:**

1. Candidate will be hired purely on contract basis and against project, initially for a period of 6 months which may be further extended based on performance and requirement.
2. Written Test and Interview to the advertised post will be held in **Offline mode on 31 August 2021 in NIELIT Kurukshetra, Government Polytechnic Campus, Umri – Kurukshetra at 10 am.**
3. Candidates shall ensure availability at NIELIT Kurukshetra, half an hour before scheduled time of test and interview. He/she must carry with him/her duly filled form (after downloading from website [www.nielit.gov.in/kurukshetra](http://www.nielit.gov.in/kurukshetra) under recruitment link) alongwith the self-attested scanned copies of following documents/testimonials:
  - i) **Detailed CV mentioning all educational qualifications/technical skills**
  - ii) **Passport Size Photograph of candidate**
  - iii) **Mark sheet of Class Xth & XIIth**
  - iv) **Qualification Degree/Certificate as per requirement for the post applied**
  - v) **Self-attested experience certificates (including the Experience letter from the current place of working)****Cut-off date for calculating age and experience shall be 31-08-2021.** Application Forms received **without** relevant supporting documents/testimonials shall be treated incomplete and will be summarily rejected and no correspondence will be entertained in this regard.
4. **Regarding payment of Application Fee:-**
  - i) Non-refundable application fee as mentioned above is to be paid online only on the date of interview & after verification of Form by our committee.
  - ii) 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.
  - iii) 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.
5. 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. **NIELIT shall not be responsible for any issue for not joining the Interview or joining late for written test and such candidate/s shall summarily be rejected.**
6. Candidates are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. Candidates are advised to check the website regularly for further updates.
7. The qualification of the candidates must be from a recognized University/Institution.
8. **Candidates with last semester result awaited or incomplete degrees are not eligible to apply.**
9. 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 X, the evidence to that effect should be furnished at the time of interview.
10. 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.
11. During the contractual employment, the deployment can be done to other place within Kurukshetra for a specific period.
12. 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.

- 13.** During the contractual employment, the deployment can be done to other place within Kurukshetra for a specific period.
- 14.** The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Kurukshetra from 10.00 am to 5.00 pm.
- 15.** Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
- 16.** NIELIT has the right to accept or reject the application without assigning any reason thereof.
- 17.** All the candidate(s) form and documents will be checked first. .
- 18.** A few deserving shortlisted candidates may also be kept in panel for future requirement. It does not entitle the empanelled candidate to claim as right to employment. Candidates may be called as per requirement of NIELIT.