

Walk-in-Interview
(Advt. No. NIELIT/HDW/2019/ADM/05 (Vol.IV)/163)
Walk-in-Interview Date: 25/07/2023 (Tuesday)
Reporting Time: 10:00 A.M.-01:00 P.M.

Proposed Qualification, Experience and Consolidated Salary for hiring of personnel on contract basis, are as under:

Sr. No.	Name of the Post(s) and Number of Post(s)	Details of Educational Qualification and Experience	Monthly Salary Range (in Rs.)	Max. Age	Place of Posting
1	Junior Resource Person (Faculty - Electronics) (01 No.)	BE / BTech (Electronics) and its allied branches with minimum 01 year of relevant experience OR M.Sc.(Electronics) and its allied braches with minimum 01 years of relevant experience OR Graduate(Electronics) and its allied braches with minimum 02 years of relevant experience	29200-36900	45 years	Haridwar
2	Junior Resource Person (Front Office Counsellor) (01 No.)	MBA / PGDBA / PGDBM OR BBA with minimum 01 year of experience OR Graduation with O-Level/DCA having minimum 01 year of experience OR Graduation with CCC or equivalent having minimum 02 years of experience Desirable: Experience in teaching/counselling and Good Communication Skills with excellent working knowledge of MS-Office and Internet. Knowledge of Hindi/English typing	21700-27400	45 years	Haridwar
3	Junior Resource Person (Executive Assistant) (01 No.)	MBA / PGDBA / PGDBM OR BBA with minimum 01 year of experience OR Graduation with O-Level/DCA having minimum 01 year of experience OR Graduation with CCC or equivalent having minimum 02 years of experience Desirable: Good Communication Skills with excellent working knowledge of MS-Office and Internet. Knowledge of Hindi/English typing. Knowledge of stenography (Hindi/English) may be an additional advantage	21700-27400	45 years	Haridwar
4	IT Support Assistant (01 No.)	BCA/Graduate(B.Sc.(CS/IT)) with one year of experience OR Graduate with two years of relevant experience in IT.	17,000	45 years	Musoorrie

NOTE:

- O-Level, A Level, B Level, C Level, CCC in above table indicates O-Level, A-Level, B Level, C Level, CCC from NIELIT (DOEACC) only.
- The Age Limit in above table indicates maximum age as on **30-06-2023**.

INSTRUCTIONS FOR CANDIDATES

Terms & Conditions:

1. Application fee of Rs. 300/- per application for General/OBC candidates and Rs. 150/- per application for SC/ST/PWD candidates shall be submitted through online mode in the following account:

Account Name: **NIELIT Haridwar**
Account Number: **12922122001331**
IFSC Code: **PUNB0129210**
Bank Name: **Punjab National Bank**
Branch Address: **Pentagon Mall, Sector-12, SIDCUL, Haridwar.**

Kindly note the Reference/UTR number for further online application submission process. 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. The last date of submission of application is **25-07-2023 (Tuesday)**.

2. Candidates applying for more than one post shall submit separate application form for each post along with prescribed fee for each post separately.
3. Application fee once paid is non-refundable and non-transferable in any case. Applicants, in their own interest, should check their eligibility for the said post before coming for Walk-in-Interview and remitting application fee.
4. Applicants are required to submit the filled Application Form along with the documents on the day of interview between 10:00 AM to 01:00 PM. Only after successful submission of the Application Form, the candidate may appear for interview.
5. Candidates are required to bring self-attested copies of the following documents/certificates while filling the Application Form, as under:-
 - a Matriculation/10th Class certificate showing Date of Birth.
 - b Marksheets and Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - c Degree/Certificate of higher educational qualifications, if any.
 - d Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment which makes him/her eligible for applying for the post, wherever applicable. In case, candidate does not have experience letter/certificate at the time of applying, he/she may submit a declaration of possession of relevant requisite experience in Annexure-A.
 - e Caste certificate (SC/ST), if applicable.
 - f Copy of Aadhaar Card or any other ID card issued by Government.
 - g Resume/CV.

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 certificates) 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. Candidates with last semester having result awaited or incomplete degree are not eligible to apply.

6. The qualification of the candidates must be from recognized University/Institution.
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. 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 application.
10. Selection of candidates for hiring on above positions will be based on the performance of the candidates in the walk-in-interview and as found eligible as per prescribed criteria.
11. 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 posting.

12. The selected candidates for the post at Sl. No.(from 1 to 3) may be offered appointment on contract basis for a period of one year initially, which may be extended depending upon the performance of the candidate and requirement of NIELIT/user department.
13. The selected candidates for the post of Sl. No. 4 may be offered appointment on contract basis for a period of six months initially, which may be extended depending upon the performance of the candidate and requirement of user department.
14. The selected candidates for the post of IT Support Assistant may be called for formal interaction by the user department or project-in-charge for which no TA/DA shall be paid to the candidate. The engagement/deployment of the candidate shall depend upon his/her suitability during formal interaction, if conducted any.
15. Candidates must be willing to travel to any place outside their place of posting as part of their job. They may be required to work on shift/ rotational basis as per department requirement.
16. Applications are subject to further scrutiny at any point of time during the process of selection or 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.
17. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
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. The posts may increase or decrease depending on the requirement.
19. NIELIT Haridwar reserves the right to modify, postpone or cancel this hiring process at any time without any notice and without assigning any reason thereof
20. NIELIT reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.
21. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
22. The applicants are advised to visit the website of NIELIT Haridwar centre <https://nielit.gov.in/haridwar/index.php> regularly for schedule of interview, result of selection/shortlisting or any other update. No separate communication shall be made in any other form.
23. Withdrawal of candidature on account of 'non furnishing of any information' or 'furnishing of wrong information' will not confer any right to carry forward or retain the candidature for future recruitment
24. The manpower selected shall not claim for the regularization against this Advertisement/ Selection/Contractual Employment.
25. In case of any dispute, decision of the competent authority of NIELIT Haridwar shall be final.

Undertaking

(To be filled by candidate, if applicable)

I possess the sufficient relevant experience that makes me eligible to apply for the post of _____, however, I am not in possession of Experience Certificate/Letter from my employer at the time of applying. I undertake to produce the original Experience Certificate/Letter at the time of verification purpose before engagement/deployment, if I got opportunity to join on the respective position, failing which my empanelment/selection shall be cancelled.

Date:-

Place:-

Signature of the Candidate