

National Institute of Electronics and Information Technology(NIELIT), Chandigarh
Puncom Building, C-134, Ind. Area, Phase-8, Sector 72, SAS Nagar (Mohali) - 160071

Phone No. 0172-2236464, 2236462

Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the four posts of Senior Faculty, five posts of Programmer, one post each of Accountant, Accounts Assistant and IT Assistant and three posts of District Manager, on contract basis for posting in NIELIT Chandigarh/with a client department advertised in the "The Tribune" and "Daily Ajit" dated 06/04/2017

Application fee is Rs 500/-(non-refundable) per application payable through Bank Draft/Pay Order (Rs 250/- for SC/ ST/ Person with Disability(PWD)/ Women) Application fee once paid will not be refunded in any case

- 1) Only ONLINE applications will be accepted through the website of NIELIT Chandigarh - **www.nielit.gov.in/chandigarh** which will remain open from **06/04/17(2.00 pm)** to **12/04/17(11.59 pm)**. No other mode of application will be accepted.
- 2) The prescribed non-refundable Application Fee per application is payable through Bank Draft/Pay Order only drawn in favour of "**NIELIT CHANDIGARH**" payable at Chandigarh/Mohali.
- 3) After submitting the Application Form online, the candidate should keep a printout of the Application Form, before the last/closing date & time i.e. **12/04/17(11.59 pm)**, bearing a unique reference number, which shall be referred to in all future correspondence with NIELIT Chandigarh regarding this recruitment process.
- 4) 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 online.
- 5) The requisite experience for the post will be counted from the date of acquiring the prescribed minimum essential qualification for the post (post qualification experience).
- 6) 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 online i.e. **12/04/17** which will remain unchanged even in case of extension of the closing date for submission of the online application.
- 7) The number, location and duration of posts may vary as per the requirement of the project/user department which will be co-terminus with the project.
- 8) The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying for the post does not mean that the candidate is eligible for selection.

- 9) Applications are subject to further scrutiny at any point of time during the period of contract. At anytime, 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 legal proceedings may be initiated against the candidate by NIELIT Chandigarh.
- 10) Candidates are required to attach attested copies of the following documents/certificates with the Application form to be submitted in person on the day of MCQ Test :-
- 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, if available.
 - h) Attested copy of Aadhaar Card.
 - i) Original Bank Draft/Pay Order.

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/Candidature.

Name entered in the online application form should match with the corresponding name given in the essential qualification certificates or any other relevant documents submitted.

- 11) Any request for change of particulars like name, father's name, address etc. will not be entertained at a later stage after the online submission of the Application Form.
- 12) The tentative date of the MCQ Test for all the posts is **18/04/2017**. However, the final date and time will be displayed on the website of NIELIT Chandigarh on **13/04/17(5 pm)**.
- 13) The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process but preferably at the time of interview.
- 14) The candidate must indicate his/her email-id and Mobile No. on which any communication from NIELIT Chandigarh may be sent.
- 15) The candidate should affix his/her recent coloured passport size photograph on the Application Form generated online with unique reference number before submitting in NIELIT Chandigarh, on the day of MCQ Test.

- 16) The Application Form(s) of the candidates received by post or courier shall neither be considered nor sent back.
- 17) Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage and indicated in the online application as per their institute/university conversion formula.
- 18) The selection/empanelment of the candidates for the posts advertised will be held through a written test of 1 hour duration consisting of Multiple Choice Questions(MCQ) on OMR Sheet comprising 50 questions of 1.4 marks each(as per syllabus displayed separately on the website). Candidates securing 40% marks or higher in the written test will be shortlisted for interview.
- 19) The maximum number of candidates equal to 5 times of the number of posts advertised who have secured 40% marks or higher in the MCQ test, will be considered qualified to appear before a Selection Committee for an interview.
- 20) The list of candidates shortlisted for interview will be displayed on the website and on the notice board of the Centre. The tentative date for the interview is **21/04/2017**. Candidates are advised to visit our website regularly for final date and time of interview.
- 21) For preparing the grading/marks list of the candidates, seventy marks will be allocated for the MCQ Test, 15 marks to the presentation of the candidate before the Selection Committee and 15 marks for the interview.
- 22) No separate call letter/intimation will be sent for the MCQ test or interview and also no TA/DA will be paid for the same. All updates will be displayed on the website of NIELIT Chandigarh.
- 23) For the post of **District Manager**, the selected manpower will be required to use their own Data Card for internet, Smart Phone and Laptop. No payments on account of Internet, Mobile/Phone, and travelling in connection with the official duties will be made to the contractual manpower as these expenses are already included in the monthly remuneration advertised.
- 24) All the notices and updates regarding these posts will be uploaded on the website of the NIELIT Chandigarh – **www.nielit.gov.in/chandigarh**. Candidates are therefore, advised to visit this website regularly regarding the selection/empanelment process.
