



National Institute of Electronics and Information Technology (NIELIT)
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(Website: <http://www.nielit.gov.in>)

Closing Date of Receiving Applications 10/08/2018(5:30 P.M)

VACANCIES TO BE FILLED UP ON DIRECT RECRUITMENT

National Institute of Electronics and Information Technology (NIELIT) is a Scientific Society under the Ministry of Electronics and Information Technology (MeitY), Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security, etc. It is engaged in formal and non-formal education in the above areas besides project execution. It is also one of the National Examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

NIELIT is growing at a fast pace and at present has Centres/ Extension Centers at 40 locations in Agartala, Aizawl, Ajmer, Aurangabad, Ahlawalpur, Bhubneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Delhi, Dibrugarh, Gangtok, Gorakhpur, Guwahati, Haridwar, Itanagar, Kurukshetra, Pali, Patna, Pasighat, Ropar, Ranchi, Srikakulam, Srinagar, Imphal, Jammu, Jorhat, Kokrajhar, Kohima, Kolkata, Leh, Lucknow, Lunglei, Tezpur, Tura, Senapati, Shillong, Shimla and Silchar with the Headquarters at New Delhi. Upcoming new NIELIT Centres / Extension Centers are Almora, Buxar, Daman, Muzaffarpur, Tezu and Tirupati.

NIELIT is looking for qualified, experienced and dynamic personnel well versed with latest technology/requisite areas for various vacant positions / posts likely to be vacant in its Headquarters and different Centres/Extension Centres spread all over the country. The vacancies may increase or decrease. Applications are invited from eligible and qualified Persons for the positions listed below:

Sl. No	Name of the post	No. of Posts	Scale of Pay	Educational/Professional Qualifications and Experience	NIELIT Centre where vacancy exists	Upper Age Limit	Selection Process
01	02	03	04	05	06	07	
01	Financial Controller	Total =01 (UR -01)	PB-3; 15600-39100 GP 7600 (Revised Pay Matrix as per 7CPC: Level-12, 78800-209200)	Essential Qualifications Degree from a recognized University or equivalent with CA/ICWA/CS/MBA(Finance)/SAS/JAO (Examination conducted by C&AG/CGA Experience: 12 years experience in respect of CA/ICWA/CS/MBA(Finance) qualified (15 years experience in respect of SAS/JAO qualified and conversant with Commercial Accounts) related to financial / accounts budgetary control matters in Government, Autonomous bodies or Commercial Organization / Industry of repute out of which 7 years in supervisory responsible position (at least 3 years in immediate lower scale of pay of Rs. 10,000 – 15,200 or equivalent).	Chandigarh (1-UR)	Not exceeding 50 years	Interview which may/ may not be preceded by written test, depending upon the number of applications received.
02	Administrative Officer cum Finance Officer	Total=01 (UR=01)	PB-3; 15600-39100 GP 6600 (Revised Pay Matrix as per 7CPC: Level-11, 67700-208700)	Essential Qualifications a) Post Graduate in any discipline. Or Graduate with PG Diploma in Management. b) He / She should have 8 years experience in a responsible position in the field of Personnel Management. He / She should be familiar with Govt. functioning, exposure to working of Societies, etc.	Calicut (1-UR)	Not exceeding 50 years	Written test (Objective type) to be followed by Interview
03	Dy. Director (Law)	Total=01 (UR=01)	PB-3; 15600-39100 GP 6600 (Revised Pay Matrix as per 7CPC: Level-11, 67700-208700)	Essential Qualification: a) Regular LLB (05 Years after 10+2 or 3 years after Graduation) with first class from a recognized university/ institution. OR b) Regular LLM (02 Years full time) after LLB with first class from a recognized university/institution. Experience : Post Qualification – Practice in High Court /District Court 3 Years for (a) 1 Year for (b) Desirable : Preference will be given to LAW Graduates, qualified through CLAT	NIELIT HQs (1-UR)	Upto 45 Years	Written test (Objective type) to be followed by Interview

04	Assistant Director (Finance)	Total =2 (UR=02)	PB-3; 15600-39100 GP 5400 (Revised Pay Matrix as per 7CPC: Level-10, 56100-177500)	<p>Essential Qualification: a) Degree from a recognized University/Institution with CA/ICWA with minimum 60% marks in both Degree as well as CA/ICWA. OR b) Post Graduate Degree in Commerce or MBA(Finance) from recognized university/Institute with minimum 60% marks</p> <p>Experience: Post qualification experience in responsible/ supervisory position in the area of Commercial Finance and Accounts preferable in Govt/ Organisation/ Autonomous Body/PSU/ Industrial Establish of repute and working knowledge of computer. 2 years for (a) 5 years for (b)</p>	Chandigarh (1-UR), Chennai (1-UR)	Upto 40 Years	Written test (Objective type) to be followed by Interview
05	Assistant Director (Admn.)	Total= 03 (UR= 03)	PB-3; 15600-39100 GP 5400 (Revised Pay Matrix as per 7CPC: Level-10, 56100-177500)	<p>Essential Qualifications: a)Graduate from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR b) Post Graduate Degree from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR c) MBA (Personnel/HR Management) from a recognized University / Institution with 60% marks</p> <p>Experience: Post qualification experience in responsible position in the area of Personnel / Establishment /Administration out of which a minimum of two years should be in a supervisory position equivalent to Section Officer/ Admin. Officer. Should possess working knowledge of computers. 7 years for (a) 5 years for (b) 2 years for (c)</p>	NIELIT HQs (1-UR) Agartala (1-UR) Kolkata (1-UR)	Upto 40 Years	Written test (Objective type) to be followed by Interview

06	Administrative Officer	Total=01 (UR=01)	PB2: 9300-34800 GP 4600 (Revised Pay Matrix as per 7CPC: Level-07, 44900-142400)	<p>Essential Qualifications: a) Graduate from a recognized University /Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR b) Post Graduate Degree from a recognized University/Institution with 60% marks and PG Diploma (Personnel/HR Management/Industrial Relation /Labour Law) OR c) PG Degree in Personnel/HR Management/ Industrial Relation /Labour Law with 60% marks OR d) MBA (Personnel/HR Management) from a recognized University / Institution with 60% marks</p> <p>Experience: Post qualification experience in responsible position in the area of Personnel / Establishment /Administration. Should possess working knowledge of computers 5 years for (a) 3 years for (b) NIL for (c) and (d)</p>	Aurangabad (1-UR)	Upto 30 Years	Written test (Objective type) only.
07	Jr. Hindi Translator	Total=01 (UR=01)	PB2: 9300-34800 GP 4200 (Revised Pay Matrix as per 7CPC: Level-06, 35400-112400)	<p>Essential Qualifications: Possessing Master's Degree of a recognized University or equivalent in Hindi with English as a subject at the degree level. Or Master's degree of a recognized University or equivalent in English with Hindi as a subject at the degree level. Or Master's degree of a recognized University or equivalent in any subject with Hindi and English as subject at the degree level. Or Master's degree of a recognized University or equivalent in any subject with Hindi medium and English as a subject at the degree level. Or Master's degree of a recognized University or equivalent in any subject with English medium and Hindi as a subject at degree level.</p> <p>Desirable: i) Recognized Diploma or Certificate course in translation from English to Hindi and vice-versa. Or Two years experience in translation from English to Hindi and vice-versa in Central or State Government Offices including Govt. Organizations. ii) Knowledge of operating Hindi application software packages on computer.</p>	NIELIT HQs (1-UR)	Upto 28 Years	Written test (Objective type) to be followed by Descriptive Paper

08	Senior Assistant (Accounts)	Total=01 (UR=01)	PB2: 9300-34800 GP 4200 (Revised Pay Matrix as per 7CPC: Level-06, 35400-112400)	<p>Essential Qualifications: a) Graduate in Commerce from a recognized University/Institution with 60% marks with Diploma in Finance. OR b) Post Graduate Degree in Commerce from a recognized University/ Institution with 60% marks; OR c) MBA (Finance) with 60% marks</p> <p>Experience Post qualification experience in the area of Commercial Finance and Accounts preferable in Govt/ Organisation/ Autonomous Body/PSU/ Industrial Establish of repute and should also have working knowledge of computer preferably NIELIT 'CCC' or higher. 2 years for (a) Nil for (b) and (c)</p>	Aizawl (1-UR)	Upto 30 Years	Written test (Objective type) only.
09	Front Office Counselor	Total=01 (UR=01)	PB2: 9300-34800 GP 4200 (Revised Pay Matrix as per 7CPC: Level-06, 35400-112400)	<p>Essential Qualifications: First Class Graduate from a recognized university or equivalent with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Experience :02 years post qualification experience in the relevant field Desirable: Diploma in Public Relations/ Marketing</p>	Chandigarh (1-UR)	Upto 27Years	Written test (Objective type) only.
10	Assistant (Accounts)	Total=03 (UR=03)	PB I: 5200 – 20200 GP 2400 (Revised Pay Matrix as per 7CPC: Level-04, 25500-81100)	<p>Essential Qualifications: Graduate in Commerce from a recognized University/Institution with 60 % marks. Should also have working knowledge of computer preferably NIELIT 'CCC' or higher Desirable: NIELIT 'O' level Certificate course</p>	Kolkata (1-UR) Patna (1-UR) Gorakhpur (1-UR)	Upto 27 Years	Written test (Objective type) only.
11	Assistant	Total=06 (UR=03 OBC=03)	PB I: 5200 – 20200 GP 2400 (Revised Pay Matrix as per 7CPC: Level-04, 25500-81100)	<p>Essential Qualifications: First Class Graduate from a recognized university or equivalent with Working knowledge of computers preferably NIELIT 'CCC' or higher certification. Experience : 01 years post qualification experience in the relevant field Desirable: NIELIT 'O' Level Certificate course</p>	Chandigarh(1 -OBC) NIELIT HQs (3 -UR, 2- OBC)	Upto 27 Years	Written test (Objective type) only.

12	Stenographer	Total=06 (UR=06)	PB I: 5200 – 20200 GP 2400 (Revised Pay Matrix as per 7CPC: Level-04, 25500-81100)	<p>Essential Qualifications: First Class Graduate from a recognized University/Institution with shorthand speed of 100/80 wpm in English/ Hindi and Working knowledge of computers preferably NIELIT 'CCC' or higher certification.</p> <p>Desirable: i) Working experience of 02 years in similar S&T organization. ii) NIELIT 'O' Level Certificate Course.</p>	Chandigarh (1-UR) Aurangabad (1-UR) Ajmer (1-UR) Agartala (2-UR) Gorakhpur (1-UR)	Upto 27 Years	Written test (Objective type) to be followed by skill test in shorthand.
13	Junior Assistant	Total=03 (UR=02 OBC= 01)	PB I: 5200 – 20200 GP 1900 (Revised Pay Matrix as per 7CPC: Level-02, 19900-63200)	<p>Essential Qualifications: First Class Graduate from a recognized University/Institution with typing speed of 30 wpm in English or 25 wpm in Hindi with Working knowledge of computers preferably NIELIT 'CCC' or higher certification.</p> <p>Desirable: NIELIT 'O' Level Certificate Course</p>	Chandigarh (1-OBC) Aurangabad (1-UR) Patna (1-UR)	Upto 27 Years	Written test (Objective type) to be followed by skill test in Typing.
14	Scientist 'D'	Total=01 (UR=01)	PB3: 15600-39100 GP: 7600 (Revised Pay Matrix as per 7CPC: Level-12, 78800-209200)	<p>Essential Qualification: a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications, M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution or Equivalent*. OR b) M.Tech/ME in Computer Science/IT/Electronics & Communications/ Electronics or any specialization in CS/IT/EC/Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc. or Equivalent* with First Class from a recognized University/Institution. OR c) PhD in Computer Engg. or Computer Science/ Information Technology/ Electronics, EEE, E&I & Communications/ Electronics and its allied fields like Agriculture Electronics, Opto Electronics, Power Electronics, Consumer Electronics etc. or any specialization in CS/IT/EC/Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent* from a recognized University/Institution.</p> <p>Experience: Post qualification experience in relevant field 8 years for a 6 years for b 4 years for c</p>	Gangtok (1-UR)	Upto 40 Years	Written test (Objective type) to be followed by Interview

15	Scientist 'C'	Total=01 (UR=01)	PB3: 15600-39100 GP: 6600 (Revised Pay Matrix as per 7CPC: Level-11, 67700-208700)	<p>Essential Qualification:</p> <p>a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications, M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution or Equivalent*.</p> <p>OR</p> <p>b) M.Tech/ME in Computer Science/IT/Electronics & Communications/ Electronics or any specialization in CS/IT/EC/Electronics like VLSI Design, Information Security, Embedded System Design, Software Engineering, AI, Networking etc. or Equivalent* with First Class from a recognized University/Institution.</p> <p>OR</p> <p>c) PhD in Computer Engg. or Computer Science/ Information Technology/ Electronics, EEE, E&I & Communications/ Electronics and its allied fields like Agriculture Electronics, Opto Electronics, Power Electronics, Consumer Electronics etc. or any specialization in CS/IT/EC/Electronics like VLSI Design, Software Engineering, AI, Networking or Equivalent* from a recognized University/Institution.</p> <p>Experience: Post qualification experience in relevant field 4 years for a 2 years for b NIL for c</p>	Aurangabad (1-UR)	Upto 35 Years	Written test (Objective type) to be followed by Interview
16	Scientist 'B'	Total=05 (UR=04 SC=01)	PB3: 15600-39100 GP: 5400 (Revised Pay Matrix as per 7CPC: Level-10, 56100-177500)	<p>Essential Qualification:</p> <p>a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/ Electrical and Electronics Engg/ Electronics & Instrumentation /Electronics/ Electronics & Communications or equivalent with First Class from a recognized University/Institution.</p> <p>OR</p> <p>b) M.Sc (Electronics/ Applied Electronics /Physics) with First Class from a recognized University/ Institution.</p> <p>Experience: Post qualification experience in relevant field Nil for a 1 year for (b)</p>	Chandigarh (1-SC) Delhi (2-UR) Calicut (1-UR) Aurangabad (1-UR)	Upto 30 Years	Written test (Objective type) to be followed by Interview

17	Sr. Technical Assistant	Total=17 (UR=15 OBC=01 SC=01)	PB 2: Rs. 9300-34800 G P Rs. 4200 (Revised Pay Matrix as per 7CPC: Level-06, 35400-112400)	<p>Essential Qualifications:</p> <p>a) Regular BE/ B.Tech in Computer Science or Computer Engg./Information Technology/ Electrical and Electronics Engg/ Electronics & Instrumentation/ Electronics/ Electronics & Communications or Equivalent with First Class from a recognized University/Institution. OR</p> <p>b) M.Sc. in Computer Science /Information Technology/Electronics with First Class from a recognized University/Institution. OR</p> <p>c) MCA (preceded by B.Sc. with Mathematics as a subject /BCA with Mathematics at 10+2) with 60% marks. OR</p> <p>d) DOEACC 'B' Level with 60% marks and above with Mathematics as a subject at 10+2. OR</p> <p>e) 1st Class Diploma (3 years full time) in Computer Sc. /IT/Electronics/Electronics and Communication/ Electrical and Electronics</p> <p>Experience Post qualification relevant experience NIL for (a) 01 year for (b), (c) & (d) 05 years for (e)</p>	Chandigarh (3-UR, 1-OBC) Calicut (1-UR) Aurangabad (4-UR) Agartala (3-UR) Kolkata (1-SC) Aizawl (1-UR) Patna (1-UR) Gorakhpur (2-UR)	Upto 30 years	Written test (Objective type) only.
18	Technical Assistant	Total=7 (UR=04 OBC=01 SC=02)	PB 1: 5200-20200/- GP 2400/- (Revised Pay Matrix as per 7CPC: Level-04, 25500-81100)	<p>Essential Qualifications:</p> <p>a) Bachelor's Degree in Science/BCA from a recognized University/Institution with 60% marks in the relevant field. OR</p> <p>b) 1st Class Diploma (3 years full time) in Computer Sc./IT/Electronics/Electronics and Communication / Electrical and Electronics</p> <p>Experience Post qualification relevant experience in Govt./PSUs/ Autonomous Bodies/Industry of repute. 1 year for (a) 2 years for (b)</p>	Chandigarh (1-SC) Chennai (2-UR) Kolkata (1-OBC) Gorakhpur (1-SC) Imphal (1-UR) Srinagar (1-UR)	Upto 27 Years	Written test (Objective type) only.

19	Junior Technical Assistant	Total=02 (UR=02)	PB 1: 5200-20200/- GP 1900/- (Revised Pay Matrix as per 7CPC: Level-02, 19900-63200)	<p>Essential Qualifications:</p> <p>a) B.Sc./BCA from a recognized University / Institution with 60% marks. OR</p> <p>b) Graduate in any discipline from a recognized University / Institution with 60% marks having successfully completed NIELIT 'O' Level Certificate Course. OR</p> <p>b) 1st Class Diploma (3 years full time) in Computer Sc./IT/Electronics/ Electronics and Communication/ Electrical and Electronics with 60% marks</p> <p>Experience</p> <p>Post qualification relevant experience Nil for (a) 1 year for (b)</p>	Agartala (2-UR)	Upto 27 Years	Written test (Objective type) only.
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***NB: The term "equivalent" wherever used in the eligibility criteria shall mean equivalence in terms of qualification as well as discipline.**

Important Instructions: Candidates are advised to go through this advertisement in detail to determine their eligibility as per specified criteria for each post, instructions, selection procedure, mode of examination, etc. before applying. Please note that last date for submission of online applications is 10/08/2018

1. The number of vacancies indicated in the above table are tentative and may increase or decrease, depending upon requirements.
2. **CITIZENSHIP:** A Candidate must be either: (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. NOTE: The application of a candidate in whose case a certificate of eligibility is necessary, may be considered and, if recommended for appointment; the candidate may also be provisionally appointed subject to the necessary certificate being issued in his favour by the Government of India.
3. To select suitable candidates for all the positions with Grade Pay of Rs. 5400/- and above written exam followed by personal interviews will be conducted (for post of Financial Controller, Interview may / may not be preceded by written test, depending upon the number of applications received), where as only written exam will be conducted for all positions with Grade pay of Rs. 4600/- and below. While the written Test for all posts will be conducted at the locations listed below (Para 11a)) depending upon the number of candidates opting for the particular examination Centre and administrative convenience, the venue for Interview would be communicated to the applicants through the Interview Call Letter (email/post). No TA/DA shall be paid for attending the Written Examination or the Interviews.
4. Reservation for SC/ST/OBC/ PWD candidates shall be as per the Govt. guidelines. The advertisement contains the vacancies in different Centres of NIELIT and the reservations being maintained Centre-wise till date. The candidates must upload a copy of the Caste/Category Certificate in the formats prescribed by Government of India. The Certificate for PWD must indicate the percentage of disability while the Certificate for Backward Caste must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of Schedule to the Government of India Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8/9/93.
5. The **cutoff date** for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience will be the closing date for receipt of the application i.e 10/08/2018, which will remain unchanged even in case of extension of the closing date for submission of applications.
6. The **Age-Relaxation** for reserved category applicants shall be admissible only in case of vacancies reserved for such categories. The reserved category applicants, who apply against the post meant for UR category, are not entitled to get age relaxation. However, the applicants belonging to Persons with Disability (PWD) category shall be entitled to get age relaxation as admissible to them irrespective of the fact whether the post(s) is/are reserved for PWD or otherwise, if such posts are identified suitable for the PWD category (PWD candidates may visit the website <http://www.ccdisabilities.nic.in/> to ascertain their suitability for the post they are

applying for) . Age relaxation to the persons who had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01/01/1980 to 31.12.1989 will be as per Government of India G.S.R. 208(E) dated the 10th April, 1997 as amended from time to time. The age relaxation to departmental candidates (employees of Central / State Govt. Departments, Govt. Autonomous bodies and Statutory bodies, PSU/Nationalized Banks) working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the advertised posts will be admissible as per Govt. of India Rules. Decision in this regard will rest with NIELIT. Age relaxation shall be granted only upto 55 years for any category/combination of categories and under no circumstances a candidate more than 55 years of age shall be considered.

7. The candidates will be required to remit the **Application Fee** at the rates indicated in the Table below through online payment mode via application software only:

Sl. No.	Grade Pay	Category	
		SC/ST/PWD/Women candidates/Ex-Servicemen	General and all others
1	₹ 5400/- and above	₹ 400/- per application.	₹ 800/- per application.
2	₹ 4600/- and below	₹ 300/- per application	₹ 600/- per application

The processing charges towards remittance of Application Fee and service charges, if any, will have to be borne by the candidate. Fee through any other mode like Demand Draft, Pay Order, Cheque or Challan **will not be accepted**.

8. NIELIT will not be responsible in case of incomplete transactions during the online payment process. It is the sole responsibility of the candidate to ensure that the correct payment of application fee has been made successfully. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for specific post before remitting the application fee.

9. Applicants applying for more than one post should submit separate applications for each post and remit the application fee for each post separately. Multiple Applications submitted for the same post will be summarily rejected.

10. **The candidate applying for multiple posts should indicate/apply-with same primary Mobile No and e-mail ID in all the applications. The Choice of Centre for Written Examinations should also be given same in all applications against all posts applied for by him/her. In case primary email-id, primary Mobile No. and Choice of Centre for Written Examinations are not same in all the applications submitted , it may lead to Clash in Exam Time/Allocation of different exam Centres**

11. a) **Choice of Centre for Written Examinations:** Candidates should indicate their choice for Centre for Written Examination from the cities listed below in the appropriate column of the online Application Form. No change of Centre will be permissible at a later date. NIELIT, however, reserves the right to direct the candidate to appear for Written Test at any location irrespective of his indicated choice depending upon the number of applications received and the administrative convenience. The venue for Interview shall be communicated through the Interview Call Letter. No TA/DA shall be paid for attending the Written Examination or Interviews.

- (1) Agartala (2) Aizawl (3) Auragabad (4) Bangalore (5) Bhubaneshwar (6) Calicut (7) Chandigarh (8) Chennai (9) Delhi (10) Gandhinagar (11) Gangtok (12) Guwahati (13) Hyderabad (14) Imphal (15) Itanagar (16) Jaipur (17) Jammu (18) Kohima (19) Kolkata (20) Lucknow (21) Patna (22) Ranchi (23) Shillong (24) Shimla (25) Srinagar

11. b) **Choice of posting preference** Candidates should give their preference of choice of posting in NIELIT Centres in the online application according to the availability of vacancies category-wise. Candidates belonging to reserved category (SC/ST/OBC) can be selected under UR category if they are higher in merit, therefore all SC/ST/OBC candidates may also opt for choice of posting at those NILELIT centres where UR vacancy exists.

12.a) Final selection of candidates for appointment to the above mentioned positions will be based on meeting the prescribed eligibility criteria, the performance in the written examination, skill test (wherever applicable) and in interview (wherever applicable).

- The Written Examination will comprise of objective type questions and shall be OMR based. However, for the post of Jr. Hindi Translator, the OMR based examination will be qualifying in nature and candidates who qualify the OMR based exam will have to appear for descriptive examination and merit list will be prepared on the basis of performance in descriptive examination.
- There will be negative marking of @1/4 marks for each wrong answer in the OMR based Written Examination.
- The weightage of marks for written examination and interview will be in the ratio of 85:15 for the posts carrying Grade Pay of Rs 5400/- and 50:50 for the posts carrying Grade Pay of Rs 6600/- and above. (For the post of Financial Controller, there will be no weightage for written test, if held for final selection)
- The written test, if held, for the post of Financial Controller will be qualifying Test for short listing the candidates for interview. Only Shortlisted candidates based on the performance in written examination will be called for Interview in the ration of 1:10 (No. of vacancy : Candidates).
- Separate skill test in Short Hand shall be conducted for the position of Stenographers and in Typing for Junior Assistant. The Skill Test will be a qualifying Test. For the post of Junior Assistant minimum typing speed required to qualify skill test is 30 wpm in English and 25 wpm in Hindi. For the post of Stenographers minimum shorthand speed to qualify skill test is 100/80 wpm in English/ Hindi.
- The passing percentage for the written exam will be 50% for General Category candidates and 45% for Reserved Category candidates.
- The Syllabi for all Positions are available at <http://register-delhi.nielit.gov.in>
- The self attested copies of testimonials uploaded by the candidates along with their applications shall be verified with reference to the eligibility criteria only if a candidate is found successful for being invited for Interviews after the Written Examination.
- Again when the candidates come for attending the interviews in response to the Interview Call Letter issued by NIELIT, they will have to provide a self attested copy of the testimonials and show the originals of the same. The candidates, who do not show the originals or not having self attested copies of essential testimonials, will not be allowed to appear in the Interview. Such candidates will not have any right for his candidature for interview.
- All correspondences with individual candidate in connection with the recruitment made by NIELIT will be through e-mails/sms only, the candidates must, therefore, regularly check their e-mail ids/sms on their registered e-mail ID and Mobile No. Any general information/notification for the candidates will be uploaded on <http://register-delhi.nielit.gov.in>.

12. b) The persons selected will be posted in the NIELIT Centre opted by the candidate based on merit, reservation and the choice of posting preference opted in the online application. **In case the candidate has not opted for certain NIELIT Centres, he/she will not be considered for selection in the centres he/she has not opted in the choice of posting preference.** The persons selected will be posted on the basis of merit and in the order of preference of posting place opted by him / her, initially for atleast five years. In case a reserve category candidate is selected against UR category on merit and is not getting option of his choice of posting under UR category,

he/she may be asked to opt his/ her posting either under UR or reserved category and the option selected by the candidate shall be considered final. Accordingly the vacancy will be adjusted against the category finally opted by the candidate.

13. Merely meeting the qualifications prescribed for the post and scoring the minimum passing marks in the Written Examination will not make a candidate eligible to be called for interview/ selection. Only the shortlisted candidates based on merit position and reservation policy will be called for interview preferably in the following ratio :-

Against 1 vacant post	-5 candidates will be invited for interview
Against 2 vacant posts	-8 candidates will be invited for interview
Against 3 vacant posts	-12 candidates will be invited for interview
Against 4 & above vacant posts	-3 times the no of post will be invited for interview

For the posts where the skill test is involved, the candidates shall be called for Skill Test preferably in the ratio of 1:5.

14. A Common Merit List will be prepared for each post and the offer of appointment would be issued to the candidates in order of Merit.

15. If at any point of time it is found that the information furnished by the candidate was incorrect in any respect or forged /fabricated documents were presented by any candidate, his/her candidature will be cancelled and in case the candidate has already joined the post, his services shall be summarily terminated.

16. Each candidate should affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Black Pen in another box of 3.5 cms x 1.5cms below the photograph on the same Paper. Scan the above photo and signature in a single file in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the online Application Form. Each candidate has to upload scanned copy of Signature separately also at appropriate space. (Max. Size 50 KB)

17. Candidates should also upload the following documents (in PDF format) along with the online application:

- a) Date of Birth Certificate (issued by Municipality, etc. or Matriculation/High School/SSC Certificate) (Max Size 250 KB)
- b) Caste Certificate (SC/ST/OBC), if applicable. (Max Size 250 KB)
- c) Degree of essential Qualification. (Max Size 250 KB)
- d) Marks sheet of Essential qualification, which makes him/her eligible for applying for the post (Max. Size 500 KB)
- e) Certificates of highest educational qualification, if any. (Max. Size 250 KB)
- f) PWD Certificate, if applicable (Max. Size 250 KB)
- g) Certificate of Experience in relevant field, which makes him/her eligible for applying for the post along with NOC, if applicable. (Max. Size 500 KB)
- h) Photo Identify card+other documents, if any (Max. Size 250 KB)

18. The candidates should upload only relevant documents. It should be kept in view that uploading of irrelevant documents may lead to disqualification of the candidature/rejection of the Application Form.

19. Degree/Consolidated mark sheet should clearly indicate the "First Class"/"60%" as required in the eligibility criteria prescribed for the post applied for. In case First Class is not indicated on the Degree/Certificate of eligibility qualification and the same is the requirement as per eligibility criteria, the candidate should produce a Certificate issued by the University clarifying the position and confirming that the marks obtained by the candidate, concerned are considered first Class as per University Rules. In case the percentage of marks is not indicated in the Mark Sheet/Certificate/Degree, criteria for conversion of the grades/ score, wherever required, will be provided by the candidates.

20. **Before finally submitting the on-line Application Form, the candidates must go through the same carefully. It should be noted that Incomplete / incorrect application form will be summarily rejected.**

21. After submitting the Application Form, the candidate should take the printout of Acknowledgement Slip bearing a reference number, which should be referred to in all future correspondence with NIELIT in connection with recruitment process.

22. Candidates working with Central Govt/ State Govt./PSU/Autonomous bodies have to furnish 'NOC' at the time of interview. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated. They would also be required to furnish the copies their ACRs/APARs for past five years if they are found to be qualified and / or eligible to be called for interview. A specific demand for ACRs/APARs would be sent by NIELIT in case of need.

23. Withdrawal of candidature on account of non furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

24. Any request for change of address will not be entertained. Also no change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.

25. For any problems related to online submission of application form/ downloading of admit card please send email to recruit-nielit@nielit.gov.in with a subject as "Name of the post- query" for e.g. "Assistant – query". No other query will be entertained at this mail-id.