National Institute of Electronics and Information Technology

(An Autonomous Scientific Society of Ministry of Electronics & Information Technology (MeitY), Govt. of India)

Birla Farms, Bada Phull, Rupnagar(Ropar)-140001, Punjab

FMG-06/09-2020	**Recruitment Notice**

Applications are invited from interested and eligible candidates for selection/empanelment of manpower for the following post, on contract basis, to be deployed at NIELIT Chandigarh Rupnagar Campus at the address given above:-

Sr. No	Post Name	No. of Posts	Consolidated Remuneration
1	Data Entry Operator	40	Rs 11000/- pm

Complete details regarding non-refundable Application fee, Application Form, Eligibility Criteria, Place of Posting etc. are available on the website – **nielit.gov.in/chandigarh**. Candidates are advised to go through these details carefully for determining their eligibility before applying for the post. Candidates are required to apply online on the above mentioned website from 10/09/2020 (11.30 am) to 16/09/2020 (5.00 pm).

Website : nielit.gov.in/chandigarh
Telephone : 98773-00659, 98761-02112

Director

Details of essential qualification, selection criteria etc. required for posts of Data Entry Operators on contract basis for Data Entry Work at NIELIT Chandigarh office at Ropar

SN	Name of the post	No. of posts	Place of posting	Monthly Consolidated Remuneration per month (CTC) **	Duration (DD/MM/YY)	Essential Qualification	Selection Creteria	Job role and responsibilities	Punjabi passed in Matric (Y/N)	Duty in shifts (Y/N)	Age Limit (years)
1	Data Entry Operator	40	NIELIT Chandigarh Centre at Ropar	Rs. 11,000/-	Initially upto 31-12-2020	12 Pass	Typing Speed of 20 correct words per minute. Merit / Selection List will be based on accuracy & typing speed	Data entry work on six days a week basis	No	No	35

** Employer's share of EPF as applicable will be paid extra

Note : In case, the Data Entry Operator unable to perform satisfactorily his/her services will be discontinues with immediate effect.

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Phone Nos. 98773-00659, 98761-02112 Website: www.nielit.gov.in/chandigarh

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for contractual posts of "Data Entry Operator" advertised in "The Tribune" (English, Chandigarh Edition) & "Ajit" (Punjabi, Chandigarh Edition) newspapers dated 10/09/2020 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) **per application** is to be paid online through Debit Card /Credit Card / Netbanking only.

For any problems faced in filling up the application form or in paying the application fee or for any clarifications regarding this online application form, the applicant may contact at 98773-00659 or 98761-02112

1. Candidates are advised to visit the website – nielit.gov.in/chandigarh for downloading the detailed instructions/guidelines, essential qualifications, other relevant details etc.

2. Application will be accepted through ONLINE mode only at our website - **http://nielit.gov.in/chandigarh** which will remain open from **10/09/2020(11.30 am)** to **16/09/2020(5.00 pm).** No other mode of application will be accepted.

    The last date for application can be changed subject to the circumstances caused due to spread of COVID-19.

3. **Regarding payment of Application Fee :-**
    a) Non-refundable application fee as mentioned above is to be paid online only.
    b) Incase a message "Transaction Unsuccessful/Transaction Declined/Transaction Failed" is shown to the applicants at the time of filling online application form, 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.
    c) Incase 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) Incase 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.

4. After submitting the Application Form online, the candidate must take a printout of the Application Form, **before the last/closing date & time i.e. 16/09/2020(5.00 pm).** The Application Form bearing a unique Online Application Form Number, which shall be referred to, in all future correspondence with NIELIT, Chandigarh regarding this recruitment process.

5. The candidate will have to submit original signed copy of the downloaded Application Form with a photograph pasted at the marked location, alongwith attested copies of their testimonials (**mentioned at Sr. No. 10**) for submission at the time of Typing Test.

6. It will be the sole responsibility of the candidate to satisfy himself/herself regarding his/her eligibility with regards to the minimum essential qualification, age etc. before applying online.

7. Before submitting the Application Form the candidate must ensure and satisfy that his/her Name, Father's Name and Date of Birth are identical in his/her Aadhaar Card, PAN Card and Bank account details otherwise the Application Form is liable to be rejected at any stage.

8. The cutoff date for calculating the age will be the closing date for applying online i.e. **16/09/2020,** which will remain unchanged even in case of extension of the closing date for submission of the application.

9. The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and mere applying or appearing in the Typing test does not mean that the candidate is eligible for selection/empanelment.

10. Candidates are required to attach attested copies of the following documents/certificates with their downloaded Application Form : -
    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) Attested copy of PAN Card.
    g) Attested copy of Aadhaar Card.
    h) Attested copy of first page of bank passbook where his/her name, address and bank particulars including IFSC code are printed.

11. Application Form(s) of the candidates received in NIELIT Chandigarh by post or courier shall neither be considered nor sent back.

12. 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.

13. 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.

14. The candidate must indicate his/her email-id and mobile number while applying online, on which any communication from NIELIT Chandigarh may be sent.

15. The tentative date for the Typing Test will be within seven (7) days from last date of applying online. However, the actual date, time and venue of the Typing Test shall be displayed on the website after the closing date of application depending on the situation caused due to spread of COVID-19.

16. In case of two or more candidates with the same typing speed & accuracy in the Typing Test or in the selection/empanelment list, the candidate who is elder(age wise) will be given higher rank/more weightage.

17. No separate call letter/intimation will be sent for the test and also no TA/DA will be paid for the same. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.

18. During the contractual employment, the place of posting can be changed as per the requirements of the client/project/section.

19. The candidate must affix his/her recent coloured passport size photograph on the Application Form.

20. The selected/empanelled candidates shall have to produce the original testimonials/certificates for checking/verification at any point of time during the recruitment process/contractual employment.

21. The decision of the Director, NIELIT Chandigarh in all matters relating to the recruitment process shall be final and binding.

22. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Chandigarh from 10.00 am to 5.00 pm (Monday to Friday/working day only except during lunch break from 1.00 pm to 1.30 pm).

23. NIELIT Chandigarh reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.

24. The break-up of the consolidated remuneration for the post is given below :-

SN	Name of the post	Basic Pay (Rs.)	HRA (Rs.)	Med. & other allow. (Rs.)	Gross monthly remuneration (Rs.)	Deduction : Employee's share of EPF @ 12% of Basic Pay (Rs.)	Net amount payable (Rs.)
	1	2	3	4	5=2+3+4	6	7= 5 - 6
1	Data Entry Operator	8800	1320	880	**11000**	1056	9944

For the above post, the employer's share of EPF, as applicable, shall be paid extra.

25. **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 entire selection/empanelment process**.

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