

Walk-in-Interview

(Advt. No. NIELIT/HDW/2019/ADM/05 (Vol.v)/214)

Reporting Time: 09:30 A.M.-12:00 P.M.

Sr. No.	Post(s)	Venue for Interview	Date of Interview
1	Jr. Office Assistant	NIELIT Haridwar, 2nd Floor, Government Polytechnic Building, Plot No- 6C, Sector -11, Near Pentagon Mall, SIDCUL, Haridwar, Uttarakhand-249403	26-03-2025 (Wednesday)
2	Executive(Business Development and Training Management)		
3	Assistant Faculty (Electronics)	NIELIT Dehradun Study Centre, 2 nd Floor, Engineer's Bhawan, Near ISBT Dehradun, Uttarakhand-248002	29-03-2025 (Saturday)
4	Personal Assistant		

Details of Qualification, Experience and Emoluments for empanelment of manpower on contract basis

Sr. No.	Name of Post	Qualification and Experience	Age Limit (in Years)	Consolidated Monthly Salary/Salary Range (in Rs.)	Place of Posting
1.	Jr. Office Assistant	Graduation with CCC/O-Level/DCA	45	16,000-20,200	Haridwar
2.	Executive(Business Development and Training Management)	Graduation with CCC or Equivalent with 3 year Experience OR Graduation with O Level/DCA with 2 year Experience OR BBA with 2 year Experience OR MBA/PGDBA/PGDBM/PGDM with 1 year Experience (Working Knowledge of Computer is essential in each case)	45	25,500-32,200	Haridwar
3.	Assistant Faculty (Electronics)	B.E./B.Tech (Electronics) OR M.Sc. (Electronics) OR B.Sc. (Electronics) with minimum 1 year Experience OR Government Polytechnic Diploma (Electronics) with minimum 01 year Experience	45	21,700-27,400	Dehradun

4.	Personal Assistant	<p>Graduation in any stream with working knowledge of computers. Knowledge of Hindi Shorthand (80 words per minute) and Knowledge of Hindi Typing of 4000 key depression per hour</p> <p>Desirable:</p> <ul style="list-style-type: none"> • Candidate having Diploma in Computer Application shall be preferred. • Candidate having experience of working in Government Department may be given preference 	45	24,500	Dehradun
----	--------------------	--	----	--------	----------

NOTE:

- i. The Age Limit in above table indicates maximum age as on 28-2-2025.
- ii. **The locations mentioned in the above advertisement are indicative only. NIELIT may select and depute candidates for other locations of Uttarakhand as per its requirement.**
- iii. **DCA- Diploma in Computer Applications, MBA- Master of Business Administration, PGDCA- Post Graduate Diploma in Computer Applications, PGDBM- Post Graduate Diploma in Business Management, PGDM- Post Graduate Diploma in Management.**

INSTRUCTIONS FOR CANDIDATES

1. Application fee of Rs. 500/- per application for General/OBC candidates and Rs. 250/- per application for SC/ST/PWD candidates shall be submitted by Debit Card/Net- Banking/Online or through DD in favour of "NIELIT Haridwar" payable at "Haridwar". The candidates shall submit the application fees, in case of online mode, in the following account:
Account Name: **NIELIT Haridwar**
Account Number: **12922122001331**
IFSC Code: **PUNB0129210**
Bank Name: **Punjab National Bank, Pentagon Mall, Sector-12, SIDCUL, Haridwar.**
Kindly note the Reference/UTR number. Application Fee once paid is non-refundable and non-transferable in any case.
2. Applicants are required to submit the filled Application Form along with the documents for the posts at Sr. Nos. 1 and 2 in above table on the day of interview i.e. **26-03-2025 (Wednesday)** between **09:30 AM to 12:00 PM** at NIELIT Haridwar and for the posts at Sr. Nos. 3 and 4 in above table on the day of interview i.e. **29-03-2025 (Saturday)** between **09:30 AM to 12:00 PM** at **NIELIT Dehradun Study Centre, Dehradun**. Only after successful submission of the Application Form, the candidate may appear for interview.
3. Successful submission of application will be considered only after receipt of prescribed fees. NIELIT Haridwar shall not be responsible for any broken transaction during online payment process.
4. Incomplete applications will be summarily rejected and no request of fee refund will be entertained in this regard. Mere fulfilling the essential qualification/experience does not guarantee selection or call for interview.
5. Candidates are required to bring self-attested copies of the following documents/certificates with the Application form to be submitted:-
 - a) Caste certificate (SC/ST), if applicable.
 - b) Matriculation/10th Class certificate showing Date of Birth.

- c) Marksheet(s) and Certificate(s) of essential qualification which makes him/her eligible for applying for the post applied.
- d) Degree certificate of higher educational qualifications, if any.
- e) Requisite experience certificate(s) clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post.
- f) Copy of Aadhaar Card or any other ID card issued by Government.
- g) Resume/Curriculum-Vitae.

In case a candidate is not in possession of a Degree/Certificate, he/she must bring self-attested copies of DMCs (Detailed Marksheet(s) and Certificate(s)) of all the semesters/years relating to that degree. Non-submission of above documents may lead to cancellation/rejection of the Application Form/Candidature. Candidates with last semester result awaited or incomplete degrees/diplomas are not eligible to apply.

6. The candidate shall submit a declaration in the format attached at **Annexure-A**.
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. Selection for empanelment of candidates for appointment to the above mentioned positions will be based on the performance of the candidates in the walk-in-interview/typing/shorthand test(as applicable) and as found eligible as per prescribed criteria
9. Only those candidates who are shortlisted after the Walk-in-Interview for empanelment may be selected for deployment on any project/department or at NIELIT Haridwar/Dehradun Study Centre, purely on contract basis initially for a period of six months/one year(as per the requirement) for above posts (which may be further extended based on requirements/performance of the candidate) or upto their contract period with the client department or as decided by NIELIT Haridwar. NIELIT Haridwar does not guarantee to deploy all shortlisted candidates from the panel.
10. Empanelment means that the shortlisted candidates will be in the panel of NIELIT Haridwar for three years. They may be deployed on projects in the Govt. departments/NIELIT Haridwar as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate on any project or in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.
11. Applications are subject to further scrutiny at any point of time during the 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 by NIELIT Haridwar.
12. Candidates will not be entitled to claim any TA/DA for appearing in Walk-in Interview.
13. 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.
14. 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.
15. Selected candidates will not be paid any other financial benefits like Medical, HRA and Transport etc. except consolidated salary.
16. 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.
17. NIELIT Haridwar reserves the right to amend/withhold/cancel any condition/complete advertisement/ entire process of the empanelment at any stage accept or reject, any or all the

- applications, without giving any reason(s), whatsoever.
18. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
 19. NIELIT Haridwar reserves right to conduct written test or skill test for screening of the candidates before interview, if felt necessary.
 20. Wherever there is an ambiguity or doubt with regard to the scope or interpretation of any of the clauses herein, the decision of the Competent Authority shall be final
 21. The applicants are advised to visit the website of NIELIT Haridwar Centre “<https://nielit.gov.in/haridwar/index.php>” regularly for result of candidates shortlisted for empanelment or any other update. No separate communication shall be made in any other form.
 22. All correspondence will be made through e-mails only and as such the candidates must regularly check their e-mail ids and the website <https://nielit.gov.in/haridwar/index.php>.
 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 selected manpower shall not create any claim or right to be treated as permanent employee of the organization or to be absorbed in the regular service of the organization at any future point of time.
 25. In case of any dispute, the decision of the competent authority of NIELIT Haridwar will be final.

Sd/-

Assistant Director (Admin)

Self -Declaration

(To be submitted by the candidate)

(Part-A)

I _____, son/daughter of Mr. _____, age _____ years, resident of _____ (complete address), do hereby declare that:

- The information submitted by the undersigned through the application form for the Walk-in-Interview for the post of _____ published through advt. no. **NIELIT/HDW/2019/ADM/05(vol.-v)/214** by NIELIT Haridwar, is true to the best of my knowledge and belief and nothing has been concealed therein. I am well aware of the fact that if the information given by me is proved false /suppressed/wrong/incorrect at any point of time, applications has to be deemed cancelled and will be liable to punishment as per rules.
- I certify that all the documents/marksheets/certificates of undersigned are true copies of the original; and I undertake to produce all original documents for verification before joining, failing which my selection may be cancelled.
- I will not claim for the regularization against this Advertisement/Selection/Contractual Employment.

Date:-

Place:-

Signature of the Candidate

(Part-B)

(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 joining if I am selected and is offered to join on the aforesaid post, failing which my selection shall be cancelled.

Date:-

Place:-

Signature of the Candidate