

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
(FORMERLY DOEACC SOCIETY)
ELECTRONICS NIKETAN, 6, CGO COMPLEX, NEW DELHI-110 003**

RECRUITMENT OF MANPOWER ON SHORT TERM CONTRACT BASIS

WALK-IN-INTERVIEW

The National Institute of Electronics and Information Technology (NIELIT) (formerly DOEACC Society) has been implementing, on behalf of Department of Information Technology, Government of India, the National Population Register (NPR) Project. NIELIT is looking for eligible candidates for engagement on short term contract basis for the following positions initially for a period of 6 months which may be extended further subject to performance, under the National Population Register Project, amongst the **general/retired government servants**:

S.No.	Designation	Category	No. of post	Consolidated remuneration range (Rs.)/ per months	Educations & experience
1.	Consultant	Technical	01	Rs. 45,000 to 55,000/-	Persons retired from Central Government/Govt. Organization as Additional Director/Director (Tech.) and having good knowledge in technical matters; OR Persons possessing M.E./M.Tech/B.E./B.Tech with technical background, experience in Networking/ Database Administration/Software development, MBA/PMP certification will be preferred .
2.	Scientist 'C'	Technical	01	Rs. 25,000 to 30,000/-	Persons retired from Central Government/Govt. Organization with good knowledge in technical matters; OR Persons possessing M.E./M.Tech/B.E./B.Tech with 2 – 5 years experience in Networking/Database Administration/Software Development.
3.	Scientist 'B'	Technical	01	Rs. 20,000 to 25,000/-	Persons retired from Central Government/Govt. Organization with good knowledge in technical matters; OR Persons possessing M.E./M.Tech/B.E./B.Tech with 2 years experience in Networking/Database Administration/Software Development
4.	Programmer	Technical	02	Rs. 18,000 to 20,000/-	Persons retired from Central Government/Govt. Organization with good knowledge in technical matters; OR Persons possessing M.E./M.Tech/B.E./B.Tech with 2 years experience in Networking/Database Administration/Software Development/Web Development.
5.	Financial Expert	Non-tech.	01	Rs. 35,000 to 45,000/-	Persons retired from Central Government/Govt. Organization in a senior position (Grade Pay Rs. 5400 or above) with commendable knowledge of Accounts and Financial Matters; OR Persons possessing M.Com with 15

					years of experience
6.	Executive (Finance & Accounts)	Non-tech.	01	Rs. 25,000	Persons retired from Central Government/Govt. Organization in a position(at least with Grade Pay of Rs. 4600 or above and having knowledge of Accounts and Financial Matters; OR Persons with B.Com/M.Com/Inter (CA/ICWA) with 5 years experience having knowledge in Tally and Excell.
7.	Assistant Manager (Personnel)	Non-tech.	01	Rs. 20,000 to 25,000/-	Persons retired from Central Government as Under Secretary/Dy. Director or Section Officer level having experience of handling all matters concerning personnel management including service matters; OR Persons possessing Master Degree in Business Administration with at least 5 years' experience in handling HR management in reputed organizations.
8.	Assistant Manager (Admn.)	Non-tech.	01	Rs. 20,000 to 25,000/-	Persons retired from Central Government at Under Secretary/Dy. Director or Section Office level having experience of handling administration, particularly purchase and stores matters. Experience in procurement of technical stores would be preferred; OR Persons possessing Master Degree in Business Administration with at least 5 years' experience in handling procurement/purchase and management of stores and logistics in reputed organization.
9.	Assistant (Accounts)	Non-tech	01	Rs. 15,000/-	B.Com with 3 years experience in Accounts & Finance work, data entry and MS Office
10.	Personnel Assistant/ Stenographer	Non-tech.	03	Rs. 12,000 to 20,000	Persons possessing Graduate Degree with proficiency in Shorthand and typing. Knowledge of working on computers will be must. The persons having done course in Office Management/Secretarial Practice would be preferred
11.	Office Asstt.	Non-tech	04	Rs. 10,000 to 15,000	The Assistants/UDCs retired from Central Govt. well versed with office procedure followed in Govt. offices. Experience of records/file maintenance, day to day office working and computer knowledge will be a must, OR The person should possess a Graduation Degree and should have proficiency in Typing. Knowledge of working on Computers will be must. The persons having done courses in Office Management/Secretarial Practice would be preferred.

IMPORTANT:

1. The Walk-in-Interview for the positions will be held as under:

Positions at Sr. No. 1 to 4 - on 22nd November, 2011.

Positions at Sr. No. 5 - on 25th November, 2011

Positions at Sr. No. 6 to 11 - on 29th November, 2011

2. Interested candidates may apply in the prescribed proforma and report for interview at 9.30 AM on the above address with their testimonials in support of educational qualification, experience, age and release order from Government service etc.
3. The positions as mentioned above are purely temporary on contract basis and co-terminus with the project, initially for a period of 6 months which can be extended on performance.
4. No TA/DA will be paid for attending the interview.
5. Depending upon the number of candidates on a particular date for interview, the candidates who would not be interviewed on the date mentioned above, may be called for the interview on next day.
6. The above project is likely to continue for two years, the persons retired from Central Government/Government Organization(s) should not be more than 63 years of age.
7. The retired persons would be paid consolidated remuneration, the last pay drawn minus pension and DA at prevalent rate.
8. The General Candidates should not be below 18 years and more than 40 years for the above positions as on the date of interview. However, relaxation would be applicable for SC/ST/OBC candidates as per Government of India Rules as applicable from time to time.

Sd/
Registrar, NIELIT

**APPLICATION FOR THE TEMPORARY NPR PROJECT POST
(On short term contract basis) OF**

**Pass port
size photo-
graph**

1.	Name of applicant & Address (in Block Letters)		
2.	Category (SC/ST/OBC/Gen) Attach proof		
3.	Date of Birth (in Christian era) (attach proof)		
4.	Date of retirement (Attach proof)		
5.	Please state whether retired from the: a) Central Government b) State Government c) Govt. Organization		
6.	Name of the office/ institution/ organization from where retired		
7.	i) Post held (with scale of pay, Grade Pay/Pay Band) on the date of retirement ii) whether held on regular or ad-hoc basis		
8.	Amount of last pay drawn (attach proof of LPC)		
9.	Amount of monthly Pension being received)		
10.	Detail of employment, in chronological order Enclosed a separate sheet, duly authenticated by your signature, if the space below is insufficient:		
	Office/Institution/ Organization	Post held	From to Scale of pay and basic pay Nature of duties

11. Experience, if any, relevant to the post applied for (please refer to the job requirement

12. Education/Technical qualification

Degree/Certificates	Name of the University/ Institution	Year of passing

13. Please state clearly as to how do you consider yourself suitable for the post

14. Additional information, if any, which you would like to mention in support of your suitability for the post, enclose a separate sheet, if the space is insufficient.

15. In case it is no possible to engage you on the post applied for, are you willing to accept a lower post: Please state Yes or No..... If yes, please specific the name of the lower posts(s).....
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16. Reference of a responsible Central/State Government Officer, where the applicant worked (Please provide following particulars)

Name

Address

Telephone Number/Email ID

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Note: Incomplete application i.e. unsigned, without photograph, without supporting documents will not be entertained.

Signature of the applicant
Telephone/Mobile No.....
Email.....