



National Institute of Electronics and Information Technology, J&K

(Formerly DOEACC Centre Srinagar/Jammu)

New Campus, University of Jammu, Jammu.180006

Website : www.nielit.gov.in/srinagar/recruitments

Web: <https://nielit.gov.in/srinagar/index.php>

REFERENCE ADVT NO : NIELIT(J)/FMG/3/2024 dated 05/02/2024

Details of eligibility Criteria required for the post along with Roles & Responsibilities

S. No	Position	Essential Qualification	Post Qualification Experience	Desirable	No. Of Posts	Place of Posting
1	Programme Manager	Post Graduate Degree in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/Public Health/ Community Resource Management from a recognized University	3 Years of experience in project formulation/ implementation, monitoring and supervision preferably in the field of Women & Child Development/ Social Welfare	Proficiency in computers	One	Jammu
2	Programme Officers	Post Graduate Degree in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/Public Health/ Community Resource Management from a recognized University OR Graduate in Social Work/Sociology/ Child Development/ Human Rights Public Administration/ Psychology/ Psychiatry/ Law/Public Health/ Community Resource Management from a recognized University with 2		Proficiency in computers	One Jammu & One Srinagar = Two	Jammu/ Srinagar

		years' experience in project formulation/ implementation, monitoring and supervision in the field of Women & Child Development/ Social Welfare.				
3	Social Worker	Graduate preferably BA in Social Work/Sociology/Social Sciences from a recognized University	Weightage for work experience candidate	Proficiency in computers	One	Samba
4	Outreach Worker (ORW)	10+2 from a recognized Board/Equivalent Board	Weightage for work experience candidate	Good Communication Skills	One	Samba
5	Data Analyst	Graduation in Statistics/ Mathematics/ Economics/ Computer (BCA) from a recognized University	Weightage for work experience candidate	Proficiency in computers	One	Rajouri
6	Assistant Cum Data Entry Operator	10+2 from a recognized Board/Equivalent Board with Diploma/Certificate in Computers	Typing speed as mentioned at Point 21 in Instructions & Guidelines part of this document	Weightage for work experience candidate	One	Reasi
7	Call Operator	10+2 with good communication skills in Hindi, English and / or regional languages and having requisite qualifications and.	Experience of working on telecom / web based relevant systems	Proficiency in computers	One	Jammu
8	Call Supervisor	B.E/B Tech in (CS or IT or E&C or E&E)/MCA/MSc IT/ NIELIT B-Level Course.	Six months experience of B-call centre operations.		One	Jammu
9	Call Centre Executives	10+2 with good communication skills in Hindi, English 6 months' computer diploma from recognized institute/ NIELIT O-Level/ CCC certificate.	Nil	Experience in call center shall be added advantage.	Ten	Jammu

Note: The Qualification of the candidates must be from a recognized Institution/Board/University & as per Govt. of India rules

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the following posts on contract basis, at U.T. of J&K for client departments for various projects/schemes of the client departments; published in Daily Excelsior newspaper dated 11-Feb-24 and also displayed on the website of this Centre: -

Post Name	Consolidated Remuneration pm	Jammu/RSPura	Srinagar	Samba	Reasi	Rajouri
1. Social Worker	@18536/-	X	X	01	X	X
2. Outreach Worker	@10592 /-	X	X	01	X	X
3. Asst-Cum-DEO	@13240/-	X	X	X	01	X
4. Data Analyst	@18536/-	X	x	X	X	01
5. Call Operator	@11,850/-	01	X	X	X	X
6. Programme Officer	@34,755/-	01	01	x	X	X
7. Programme Manager	@46,340/-	01	x	x	X	x
For PC Based Call Centre						
8. Call Centre Executives	@13761	10	X	X	X	X
9. Call Supervisor	@ 27521	01	X	X	X	X

The wages mentioned in the above are exclusive of employer's share on EPF where applicable.

1.	Candidates are advised to visit our website - nielit.gov.in/srinagar/recruitments for downloading the prescribed Application Form and other relevant details etc. regarding the post(s) advertised.
2.	Interested and eligible candidates are invited to <u>submit their Application Form with all supporting documents through email on or before 15/February/2024 at the email id recruitmentnielit@gmail.com</u> OR Candidates can also deposit forms physically at NIELIT Jammu office on the day of walk-in-interview till 1:00pm , after payment of application form fees. It is mandatory to mention bank transaction details in the application form if sent through email.
3.	Rs 500/- Application fee is payable, separately for each post, to be paid online into following Account: The Director NIELIT, New University Campus, Jammu University, The J&K Bank Ltd, A/C No.: 0345040100008636 IFSC Code: JAKAOCANAAL The applications received without detail of Application Fee remittance shall not be considered.
4.	Walk in Interviews for the candidates who have submitted their complete application on or before 15/February/2024, 1:00pm through email is scheduled to be held on 16/February/2024 at NIELIT Jammu 10:00am onwards to 3:00pm.Candidates can also deposit forms physically at NIELIT Jammu office on the day of walk-in-interview till 1:00pm
5.	In case of any change in the walk-in-interview dates or timings for whatsoever reason(s), the same shall be displayed on the website of this Centre only.
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(s), post qualification experience, age etc. before submitting the prescribed Application Form, non-refundable application Fee etc. Interview for only those candidates shall be conducted whose forms are shortlisted in the screening process.
7.	The applicants are advised to ensure that their Name, Father's Name, Date of Birth and Gender (if printed) on the essential qualification certificates and Aadhaar Card are identical. They must get it corrected before applying for the post(s)

	advertised.
8.	The application form(s) of the candidates received in NIELIT J&K by post/courier shall neither be considered nor sent back.
9.	Canvassing in any form may lead to cancellation of candidature.
10.	The candidature of the candidates is subject to their eligibility regarding academic, professional qualifications and post qualification experience etc. and mere applying or appearing in an interview does not entitle the candidate as eligible for selection/empanelment.
11.	The post(s) advertised are purely contractual and co-terminus with the Project.
12.	<p>Candidates are required to attach legible self attested copies of the following documents/certificates with their Application form :-</p> <ol style="list-style-type: none"> Matriculation/10th Class certificate showing Date of Birth. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied. Degree certificate of higher educational qualification, if any. Requisite post qualification experience certificate(s), if required, clearly mentioning the starting and ending dates of employment, which makes him/her eligible for applying for the post. A copy of Aadhaar Card/Driving Licence/Passport. A copy of PAN Card (or acknowledgement of Applied for PAN Card). Domicile <p>The candidates must affix his/her recent passport size colored photograph on the Application Form. The Application Form will be rejected if self-attested copies of above documents are not attached.</p> <p>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/incomplete application may lead to cancellation/rejection of the Application Form/Candidature.</p>
13.	Where CGPA/OGPA is awarded and mentioned in the degree certificate the same should be converted into percentage as per the conversion formula of institute/university from where the degree has been acquired with the supporting document showing the equivalence of grade to percentage criteria. Wherever DMC contains only subject codes, supporting documents for Subject Name against given Subject Code must also be provided.
14.	No pension and/or gratuity is payable on contractual service/employment by NIELIT, irrespective of duration of contract. However, the consolidated remuneration and the social security component etc, if any, under the contract, will be subject to revision from time to time in accordance with the relevant enforceable and applicable clauses of labour laws including the introduction of New Wage Code.
15.	The number and location of post(s) may change/vary as per the requirements of the Project/Client department. The period of contractual employment may be extended depending upon the requirements of the Project but the employment shall continue to remain on contractual basis without any scope of regularization.
16.	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 deployed candidate will be terminated with immediate effect and legal proceedings may be initiated against the candidate by NIELIT J&K.
17.	No TA/DA will be paid for appearing in the test/interview. The candidates will have to make their own arrangement for boarding/lodging at their own expense, if required.
18.	The candidate must mention his/her email-id and mobile numbers in the application form on which any communication from NIELIT J&K may be sent. This Centre will not be responsible for invalid/illegible email-id or mobile numbers mentioned by the candidate in his/her Application Form.
19.	If at any stage of employment, during the scrutiny of the testimonials a candidate is found to be ineligible, his/her contractual employment shall be terminated forthwith. So, the candidates must satisfy himself/herself fully about his/her

	eligibility before applying for the advertised post(s).
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 candidates aspiring for the contractual post of Assistant-Cum-Data Entry Operator will have to appear in a computer based Typing Test in English, of 10 minutes duration. The candidates achieving a typing speed of 25 words per minute (wpm) with 80% accuracy will become eligible for appearing in selection interview for the said post.
22.	In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after issuing an offer letter, NIELIT J&K reserves the right to modify / withdraw / cancel any communication made to the applicant / candidate / deployed manpower.
23	The wages mentioned in the advertisement are exclusive of employer's share on EPF where applicable.
24.	The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Jammu from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
25.	NIELIT J&K reserves the right to modify, postpone or cancel this recruitment process at any time without any notice and without assigning any reason thereof.
26.	The decision of the Director Incharge, NIELIT J&K in all matters relating to the recruitment process shall be final.
27.	All the notices and updates regarding these advertised post(s) will be uploaded on the website of the NIELIT J&K – www.nielit.gov.in/srinagar/recruitments . Candidates are therefore, advised to visit this website regularly for latest updates regarding the entire recruitment/selection/empanelment process.