

**NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY
CHANDIGARH- EXTENSION CENTRE SHIMLA**

Eligibility Criteria for various posts 19th August 2014 to 22 August 2014

Sr. No.	Post	Essential Qualification and Experience	Consolidated monthly Remuneration
1	Data Entry Operator	10+2 with Diploma in Computers/ NIELIT 'O' Level and typing speed of 30WPM in English /25 WPM in Hindi and one year experience.	Rs. 5,500/-
2	Customer Support Persons	1. 10+2. 2. Diploma in Computer Application with minimum one year experience.	Rs. 5,500/-
3	Computer Operator	Graduate with one year Post-Graduate Diploma in Computer Science/Applications (PGDCA) / NIELIT 'A' Level /NIELIT Diploma Or BCA or BSC (IT/CS).	Rs. 7,000/-
4	Computer Operator (Accounts)	B. Com with one year Post Graduate Diploma in Computer Science /Applications/ NIELIT 'A' Level/NIELIT Diploma and Tally as one of the subject.	Rs. 7,000/-
5	Computer Operator (Steno)	Graduate with one year Post Graduate Diploma in Computer Science/Applications/ NIELIT 'A' Level/NIELIT Diploma and knowledge of short hand. Or BCA/BSC (IT/CS) and knowledge of short hand.	Rs. 7,000/-
6	Assistant Programmer	B.E./B. Tech Computer Science /Information Technology/Electronics OR MCA OR NIELIT 'B' Level	Rs. 10,000/-
7	Computer Operator(Tally)	a. B .Com b. One year working experience in Tally Software c. Tally certificate from any institute	Rs. 7000/-
8	Technical Support Persons	Graduate with one year Diploma in Computer Application and typing speed of 30 WPM in English or 25 WPM in Hindi and one year experience.	Rs. 5,500/-

Note: -

- 1. The candidates should come with duly filled form along with attested copies of certificates and the fee of Rs. 500/- through DD in favor of Director, NIELIT Chandigarh, payable at Shimla or by cash.**
- 2. All Degree/Diploma should be from recognized University/ Institute/ NIELIT for the all the posts except Certificate course in Tally & at Sr. No. 2.**
- 3. Place of posting for each post is as per separate list attached**
- 4. Interview for the posts of Data Entry Operator will be conducted on 20/08/2014 for Shimla, Sirmour, Solan, Kinnaur, Bilaspur & Hamirpur and for Lahul Spiti , Kullu, Kangra , Una, Mandi & chamba interview will be conducted on 21/08/2014.**
- 5. Customer Support Persons (at Sr. No.-2) are supposed to work in shifts. Since the services are to be provided 24X7.**

The candidates should attach copies of certificates/mark sheets, Date of Birth Certificate, passport size photograph and experience certificates with the application form and should bring all testimonials/ certificates /experience certificates in original at the time of interview. The application forms will not be sent by post on request. Incomplete application forms and all the application forms of the candidates who fail to fulfill the eligibility criteria will be summarily rejected and no further queries /communication will be entertained in this regard.

Website: <http://www.nielitchd.in> ENQUIRY TELEPHONE: 0177-2650613, 2804216