

**National Institute of Electronics and Information Technology (NIELIT), Chennai**  
**Ministry of Electronics and Information Technology (MeitY)**  
**Telephone: 91-044-24421445, email:Chennai@nielit.gov.in**

**Recruitment for the Post of Resource Person (Administration Assistant) – 02 Nos, Resource Person (IT) – 02 Nos & Resource Person (System and Network Admin)- 01 No Contractual manpower**

National Institute of Electronics and Information Technology (NIELIT) is an autonomous Scientific Society of Ministry of Electronics and Information Technology (MeitY), Govt. of India, engaged in human resource development and related activities like skill development, capacity building, project execution in the areas of Information Technology, Electronics, ESDM, e-Governance, Cyber Security, etc. It is engaged in formal and non-formal education in the above areas besides project execution. It is also one of the National Examination bodies, which accredits institutions / organizations for conducting courses in IT and Electronics in non-formal sector.

NIELIT is growing at a fast pace and at present has Centres/ Extension Centers at 47 locations in Agartala, Ahlawalpur (Saksharta Kendra), Aizawl, Ajmer, Aurangabad, Bhubaneswar, Calicut, Chandigarh, Chennai, Chuchuyimlang, Churachandpur, Daman, Delhi, Dibrugarh, Dimapur, Gangtok, Gorakhpur, Guwahati, Haridwar, Imphal, Itanagar, Jammu, Jorhat, Kargil, Kohima, Kokrajhar, Kolkata, Kurukshetra, Lakhanpur (Saksharta Kendra), Leh, Lucknow, Lunglei, Majuli, Mandi, Pali, Pasighat, Patna, Ranchi, Ropar, Senapati, Shillong, Shimla, Silchar, Srinagar, Tezpur, Tezu, Tura with the Headquarters at New Delhi.

NIELIT Chennai was set up in 2010 as a centre of NIELIT. The NIELIT is governed by the Governing Council chaired by the Hon'ble Minister of Electronics and Information Technology, Government of India and managed by the Management board chaired by the Secretary, MeitY, Government of India. The executive committee of the NIELIT Chennai chaired by the Director reports to the Director General, NIELIT and has two representatives nominated by the Tamil Nadu state government and one representative each from the academia and Industry in the region.

Over the years, NIELIT Chennai has established itself as one of the premier institutions providing affordable quality education as per the job market requirements for candidates from all over India in state-of-the-art fields like information security, cloud computing, data science, AI, VLSI, embedded systems, industrial IoT, electronic product design and automotive electronics. NIELIT Chennai imparts training in online, blended and class room modes delivered with the help of modern ICT tools including virtual labs. The operational jurisdiction of NIELIT Chennai covers Tamil Nadu, Andhra Pradesh, Telangana, Puducherry and Andaman & Nicobar. NIELIT Chennai has a profound experience of implementing various capacity building projects of the central and the state governments for empowering the weaker sections of the society and to bridge the skill gaps of the industry in IECT sector.

NIELIT Chennai is looking for bright & result-oriented candidates. The following position is available purely on a temporary contractual basis on consolidated emolument initially for a period of One (01) Year and extendable maximum up to five (05) years on yearly basis or will be co-terminus with the project whichever is earlier.

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| <b>1) Name of the post</b> | : | <b>Resource Person (Administration Assistant)</b> |
| Number of post(s)          | : | 02 (Two)  |
| Emolument                  | : | Rs.21,000/- To Rs.23,000/- Consolidated           |
| Method of Recruitment      | : | Online Interview                                  |
| Age Limit                  | : | Not exceeding 45 Years                            |

**Essential Qualification:**

Bachelor Degree from recognized university (or) equivalent with working knowledge of Computer preferably NIELIT 'CCC' or higher certification.

**Essential Experience**

One (01) year post qualification experience in the area of general administration preferably in Govt Organization/ Autonomous Body/ PSU/ Industrial Establishment of repute.

**Desired Candidate Profile**

- Must possess good communication skills.
- Candidates should possess good working knowledge in Microsoft Office/ Open Office Tools.
- Should be customer friendly and service oriented.

**Job Responsibilities for Resource Person (Administration Assistant):**

- Assist in day to day administrative activities.
- Prepare communications such as memos, emails, invoices, reports and other correspondence.
- Initiate Purchase through GEM and maintain records.
- Develop and maintain a filing system.
- Provide general support to visitors.
- Schedule and coordinate meetings.
- Collect and distribute postal items.
- Act as the point of contact for internal and external clients
- Other work assigned by the reporting officers.

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| 2) Name of the post   | : | Resource Person (IT)                    |
| Number of post(s)     | : | 02 (Two)                                |
| Emolument             | : | Rs.23,000/- to Rs.25,000/- Consolidated |
| Method of Recruitment | : | Online Interview                        |
| Age Limit             | : | Not exceeding 45 Years                  |

**Essential Qualification:**

B.E. (CS or IT)/B. Tech (CS or IT)/MCA/DOEACC 'B' Level/M.Sc. (CS or IT) or higher.

**Desired Candidate Profile**

- Must possess good communication skills and writing skills.
- Candidates should be good in teaching MS Office, Web Designing, Python, IoT, Computer Hardware and Maintenance, Networking, Linux Operating System etc.
- Candidates shall have willingness to learn and deliver training to professionals.
- Should be customer friendly and service oriented.

**Job Responsibilities for Resource Person (IT):**

- Taking Classes.
- Assist in day to day administration activities in Training Section.
- Develop and maintain a filing system.
- Provide general support to visitors.
- Assist Students in Projects.
- Interact with Training Centres.
- Other work assigned by the reporting officers.

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|----------------------------|---|---|
| <b>3) Name of the post</b> | : | <b>Resource Person (System and Network Admin)</b> |
| Number of post(s)          | : | 01 (One)  |
| Emolument                  | : | Rs.23,000/- To Rs.25,000/- Consolidated           |
| Method of Recruitment      | : | Online Interview                                  |
| Age Limit                  | : | Not exceeding 45 Years                            |

**Essential Qualification:**

Bachelor Degree in Computer Science/IT/Electronics from recognized university.

**Essential Experience**

One (01) year post qualification experience in the area of Linux Server Administration and or Network Administration with Desktop troubleshooting and the same may be required to deliver training.

**Desired Candidate Profile**

- Must possess good communication skills.
- Candidates shall be good in Server Administration or Network Administration and Desktop Troubleshooting.
- Candidates shall have willingness to learn and deliver training to professionals.
- Should be customer friendly and service oriented.

**Job Responsibilities for Resource Person (System and Network Admin):**

- Day to day System and Network Administration.
- Day to day UPS and Power management.
- Troubleshooting and Servicing Desktop and Network equipment's'.
- Delivering training on Operating System and Networking fundamentals.

**Online Interview on 02 -01-2024 onwards**

**General Terms & Conditions:**

1. Candidates fulfilling the above-mentioned qualifications, experience, age, etc., may **APPLY ONLINE** through the website <https://rect.nielitchennai.edu.in> which will be available from **20.12.2023 to 31.12.2023** Till 05:00 PM.
2. If the candidate does not have a valid email id, he/she should create a new valid email id before applying online. Details regarding interviews through Walk-in/Video Conferencing will be sent through email only.
3. The candidates must upload self-attested copies of certificates of qualification, age, experience, detailed resume, etc., and passport-size photographs **on the portal**.
4. The qualification of candidates must be from a recognized University/Institution. Mere fulfilling the essential qualification/experience does not guarantee selection.
5. **Applicants with last semester's result awaited or incomplete degrees are not eligible to apply.**
6. **Incomplete applications (i.e without photograph and applicable certificates etc.,) will not be entertained and will be summarily rejected.**
7. Shortlisted candidates will be informed of the interview after verification of essential qualifications and experience.
8. Poor network connection/connection failure from any side during the **interview through VC** will not be the responsibility of NIELIT Chennai.
9. Registration Fee (Non-Refundable): Rs. 200/- for all categories per post.

**Mode of Payment: Through Online/Net Banking/UPI through Account Details:**

**Name of Account Holder:** "NIELIT Chennai",

**SB Account No. :** 31185720641,

**IFSCcode:** SBIN0001669.

**Name of the Bank:** State Bank of India, Kottur (Chennai),

**Kindly note the Reference/UTR Number for the further online application submission process.**

10. The selected candidate shall be paid consolidated emoluments only and will not be paid any other financial benefits like Medical, HRA, Transport, etc.
11. Number of vacancies may increase/decrease based on the final assessment or the recruitment process may stand cancelled and such changes will be made by NIELIT Chennai without any notice.
12. Unless suitable candidates are found, posts shall not be filled.
13. Selection of candidates for appointment to the above-mentioned position will be based on the performance of the candidates in the walk-in / online interview / written test and as found eligible as per prescribed criteria.
14. NIELIT reserves the right to conduct online/offline written tests or skill tests for screening of the candidates before the interview if felt necessary.

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15. The selected candidates will be offered contractual engagement on a purely temporary contract basis for a period of one year initially, which may be extended depending upon the performance of the candidate and the requirement of NIELIT. These posts do not carry any entitlement for regularization in the future.
16. The contract appointment shall not confer any right for regularization/absorption or continuation of service in NIELIT, Chennai.
17. Contract may be terminated at any time by giving one-month notice on either side. The applicants will have no claim implicit or explicit for consideration against any NIELIT post.
18. The offer of appointment for the selected candidates will be subject to verification of certificates/testimonials at the time of joining and completeness of other formalities.
19. NIELIT reserves the right to assign duties to the selected candidate in any location where NIELIT Chennai has a work in progress.
20. Applications not providing adequate information required for assessment will be liable for rejection.
21. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.

