National Institute of Electronics and Information Technology (NIELIT)
(An autonomous Scientific Society of Ministry of Electronics and IT, Govt. of India)
NIELIT Bhawan, Plot No. 3, PSP Pocket, Sector-8, Dwarka, New Delhi-110077

<u>**VACANCIES TO BE FILLED UP ON DIRECT RECRUITMENT BASIS**</u>

(Advertisement Number: NIELIT/NDL/STQC/2023/2)   **Website: http://www.nielit.gov.in)**

1.   On behalf of Standardisation Testing & Quality Certification Directorate (STQC) an attached office of MeitY, applications are invited from eligible and qualified persons for the post of Draftsman 'C', Lab Assistant 'B', Lab Assistant 'A', Tradesman 'B' and Helper 'B' in STQC.

The detailed Advertisement is available on the following websites:
   (a) https://recruit-delhi.nielit.gov.in (b) nielit.gov.in   (c) meity.gov.in   (d) stqc.gov.in

2.   ELIGIBILITY CRITERIA AND SCALE OF PAY FOR THE POSTS TO BE FILLED

For fulfilling the eligibility criteria, a candidate should possess Qualifications and requisite experience as indicated in the Table given below. The cut-off date for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience will be the closing date for receipt of the application (i.e **31/10/2023**). Details about Scale of Pay, essential qualifications/Experience and upper age limit are as under:

Sno.	Name & pay level of post	Norms for Direct Recruitment		Age limit	Selection Process
		Educational Qualification	**Experience in Govt./PSU/reputed limited companies**		
1	**Draftsman 'C' Pay Level – 5 (Rs. 29200-92300)**	Matric/equivalent + ITI certificate (2 years duration) having stream Mechanical	6 years	27	Written followed by skill test
2	**Lab Assistant 'B' Pay Level – 4 (Rs. 25500-81100)**	Inter (Science) or equivalent	2 years	27	Written Test
		Matric / SSLC	4 years		
3	**Lab Assistant 'A' Pay Level – 2 (Rs. 19900-63200)**	Inter (Science) or equivalent	Nil	27	Written Test
		Matric or equivalent	2 years		
4	**Tradesman 'B' Pay Level – 2 (Rs. 19900-63200)**	Matric or equivalent + ITI certificate (2 Years duration) having stream Electrical / Electronics	Nil	27	Written followed by skill test
5	**Helper 'B' Pay Level – 1 (Rs. 18000-56900)**	Matric or equivalent	Nil	27	Written Test

2.1 Details of Vacancies:

Post Name	Region	Total Vacancies	Unreserved	Reservation			
				SC	ST	OBC	EWS
Draftsman 'C'	Southern	05	04	-	-	01	-
Lab Assistant 'A'	Northern	05	-	01	-	04	-
	Southern	05	02	01	-	02	-
Lab Assistant 'B'	Northern	05	02	01	-	-	02
	Eastern	05	02	-	01	02	-
	Western	05	03	01	-	01	-
Total		**20**	**09**	**03**	**01**	**05**	**02**

One vacancy of Lab Assistant 'B' is reserved for PwBD (minimum 40% disability) in Northern Region. As per suitability, post is reserved for PwBD categories : OH (OA ,OL, BL), HH.

Post Name	Region	Total Vacancies	Unreserved	SC	ST	OBC	EWS
	Southern	08	03	01	-	02	02
Tradesman 'B'	Northern	08	03	01	01	02	01
	Eastern	05	01	-	01	02	01
	Western	05	01	01	01	02	-
Total		**26**	**08**	**03**	**03**	**08**	**04**

Two vacancies of Tradesman 'B' are reserved for PwBD (minimum 40% disability). One vacancy is reserved in Northern Region and one vacancy in Southern Region. As per suitability, posts are reserved for PwBD categories: OH (OL), HH.

Post Name	Region	Total Vacancies	Unreserved	SC	ST	OBC	EWS
	Southern	07	02	02	-	02	01
Helper 'B'	Northern	07	03	01	01	02	-
	Eastern	05	03	-	-	02	-
	Western	05	02	01	-	01	01
Total		**24**	**10**	**04**	**01**	**07**	**02**

One vacancy of Helper 'B' is reserved for PwBD (minimum 40% disability) in Eastern Region. As per suitability, post is reserved for PwBD categories: OH (OL), HH.

The number of vacancies indicated in the above table are tentative and may increase or decrease, depending upon requirements. The vacancies for Southern Region are at Chennai, Bangalore, Hyderabad and Trivandrum, for Northern Region at Delhi Jaipur, Ajmer, Solan and Mohali, for Eastern Region at Kolkata, Guwahati and Agartala and for western Region at Mumbai, Pune and Goa.

2.2 Age Limit/Relaxation:

- The upper age limit in respect of SC, ST and OBC, shall be relaxable as per Govt. Rules and Orders issued from time to time.
- The upper age limit in respect of Government Servants, Ex-servicemen and other special categories of persons are relaxable in accordance with the orders issued by the Central Government, from time to time, in this regard.

- Age relaxation:
  i) Upto 05 years in case of SC/ST candidates for the posts reserved for them
  ii) Upto 03 years in case of OBC(Non Creamy Layer (NCL)) candidates for the posts reserved for them
  iii) For ex-servicemen, as per rules.
  iv) Up to 40 years of age (45 years for SC/ST) for Central Government employees with three years regular and continuous service.

2.3   PLACE OF POSTING: The person selected may be posted anywhere in INDIA in the interest of the Organization.

3. How to Apply

i. **Before applying, Candidates are advised to go through this advertisement carefully in detail for determining their eligibility as per laid down criteria for the post.**

ii. The admission at all the stages of the recruitment process will be purely provisional subject to satisfying the prescribed eligibility conditions.

iii. Candidates can **apply ONLINE at https://recruit-delhi.nielit.gov.in** between **02.10.2023 (11:30 a.m) and 31.10.2023 (5:30 p.m).** No other means/mode of application will be accepted. Candidates are required to have valid e-mail identification and active mobile number. The procedure/steps for filling up of applications online are available at **https://recruit-delhi.nielit.gov.in**/ under '**Instructions for filling Application**' on the main Page.

iv. **Candidates can apply for multiple posts, however Candidate can apply in only one Region (Southern/Northern/Eastern/Western) as per his/her choice for a particular post. Candidates submitting more than one application against one post will be rejected.**

v. The application shall be treated complete only if all the Steps are completed successfully. In case candidate is not able to submit fee (if applicable) by closing date and time, or the application is otherwise incomplete, his/her candidature will summarily be rejected.

vi. **Applicants are required to make sure that 'Application Status' in their application is "Submitted Successfully" after submission of application , otherwise application will be treated as incomplete and summarily rejected.**

vii. **Application Fees:** The applicants shall pay the **Application Fee** as per the Table below through online payment mode i.e via online application only.

Category	
SC/ST/Women candidates/PWD	**General and all others**
Rs.0/-	Rs.200/-

The processing charges towards remittance of Application Fee and service tax, if any, will have to be borne by the candidate. Fee through any other mode like Demand Draft, Pay Order, Cheque or Challan will not be accepted.

4. Scheme of written examination:

- The Written Examination will be Objective type (OMR based/ Computer Based) consisting of 100 Questions as per the details given below :

There will be separate question paper for Draftsman 'C'and Tradesman'B' as per the following scheme:

Post Name	Part	Subjects	No. of Questions	Total Marks	Duration
Draftsman 'C'and Tradesman'B'	A	Stream Based (As per Syllabus)	70	70	2 hours
	B	General Exam (30 questions/30 marks) (i) English (ii) General intelligence (iii) General Awareness (iv) Elementary Maths	07 07 08 08	07 07 08 08	
		TOTAL	100	100	

There will be separate question paper for Lab Assistant 'A' and Lab Assistant 'B' as per the following scheme

Post Name	Part	Subjects	No. of Questions	Total Marks	Duration
Lab Assistant 'A' and Lab Assistant 'B'	A	Science Based Examination(Matric Level)	70	70	2 hours
	B	General Exam (30 questions/30 marks) (i) English (ii) General intelligence (iii) General Awareness (iv) Elementary Maths	07 07 08 08	07 07 08 08	
		TOTAL	100	100	

The question paper for the post of Helper will be as per the following scheme

Post Name	Subjects	No. of Questions	Total Marks	Duration
Helper 'B'	(i) English (ii) General intelligence (iii) General Awareness (iv) Elementary Maths	25 25 25 25	25 25 25 25	2 Hours
	TOTAL	100	100	

- Question paper will be bilingual i.e in English and Hindi for the post of Helper.
- Every Question will carry 1 (one) mark and there will be negative marking of 0.25 mark for each wrong answer.
- On the basis of marks obtained in the Written Examination, candidates will be shortlisted for the next stage of recruitment process i.e the Skill Test (where ever applicable)
- Marks secured by the candidates in the Written Examination **shall be** counted towards preparation of final Merit List.

Syllabus

The stream wise syllabus (for the post of Draftsman C' and Tradesman 'B') of the Written Examination (Objective type) is available at **https://recruit-delhi.nielit.gov.in.**

5. **City of Written Examinations and Skill Test:**

Candidates shall indicate their choice for city of written Examination from the cities listed below. No change of city will be permissible at a later date. NIELIT, however, reserves the right to direct the candidate to appear for Written Test at any location irrespective of his/her indicated choice depending upon the number of applications received and the administrative convenience. The locations of **Skill Test shall be intimated at later stage.**

(1) **Agartala** (2) **Bangalore** (3) **Chandigarh** (4) **Chennai** (5) **Delhi** (6) **Guwahati** (7) **Hyderabad** (8) **Jaipur** (9) **Kolkata** (10) **Mumbai** (11) **Trivandrum**

6. **Selection Process**

   I.   The selection for each post will be made through a written examination (OMR based/ Computer Based) consisting of Multiple Choice Questions (MCQs) and Skill Test (qualifying in nature) **wherever applicable. Only the shortlisted candidates based on merit position of written test and reservation etc. will be called for skill test in the ratio of 1:4. (i.e against 1 vacancy, 4 candidates will be shortlisted for Skill Test.)**

   II. For the posts of Draftsman 'C' and Tradesman 'B', only candidates who qualify the Skill Test will be considered for final selection. Final selection will be based on merit of written test only.

   III. Merit Lists on the basis of written test will be prepared Region-wise for each post and vacancies will be filled Region-wise.

   IV. In case more than one candidate secures equal marks, tie shall be resolved by Date of Birth with older candidate placed higher in merit.

   V.   Verification of requisite documents will be done on the day of skill test/ before skill test.

7. ACTION AGAINST MISCONDUCT

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered of, fabricated and should not suppress any material information. A candidate is liable to be prosecuted for misconduct if, during or at any stage of recruitment, he/she has been found guilty of

a. Using unfair means during the examination.
b. Impersonating or procuring impersonation by any person.
c. Misbehaving in the examination hall or taking away answer sheet from the examination hall.
d. Resorting to any irregular means in connection with his/her candidature during selection process
e. Obtaining support for his/her candidature by any means

Such candidates in addition to rendering himself/herself liable to criminal prosecution may also be liable to be:
- Disqualified from the examination hall
- Debarred either permanently or for a specified period from any examination/recruitment to be conducted by MeitY, its attached offices and statutory organizations.

8. IMPORTANT INSTRUCTIONS/INFORMATION

i. CITIZENSHIP: A Candidate must be either: (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee who came over to India before 1st January, 1962 with the intention of permanently settling in India, or (e) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka or East African countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (b), (c), (d) and (e) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India.

ii. The candidates must upload a copy of the Caste/Category Certificate in the formats prescribed by Government of India. The Certificate for Backward Caste must clearly indicate that the candidate does not belong to the persons/sections (Creamy Layer) mentioned in column 3 of Schedule to the Government of India Department of Personnel & Training O.M. No.36012/22/93-Estt.(SCT) dated 8/9/93 as amended from time to time.

iii. The **cut-off date** for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience will be the closing date for receipt of the application i.e. 31/10/2023, which will remain unchanged even in case of extension of the closing date for submission of applications.

iv. All correspondences in connection with the recruitment will be made by NIELIT through e-mails/sms only, the candidates must, therefore, regularly check their registered e-mail ID and Mobile No. Candidates are further advised to visit the website regularly for updates.

v. All candidates have to register only once. The candidate applying for multiple posts should also register only once and apply from the same Registration ID (login) for all the posts. In case Registration ID is not same in all the applications submitted, it may lead to rejection of candidature/ allocation of different exam venues/clash in exam timings.

vi. Applicants applying for more than one post should submit separate applications for each post and remit the application fee for each post separately.

vii. NIELIT will not be responsible in case of incomplete transactions during the online payment process. It is the sole responsibility of the candidate to ensure that the correct payment of application fee has been made successfully. Application fee once paid is non-refundable. Applicants, in their own interest, should check their eligibility for the post before remitting the application fee.

viii. The candidate must indicate his/her primary e-mail ID and active primary Mobile No. in the online application form on which the communication regarding this recruitment process would reach to the applicant. The candidate shall submit only one application for one post, failure to do so may lead to rejection/cancellation of the Applications.

ix. Candidates, at the time of skill test shall bring the downloaded Call Letter for skill test, self attested copies of the testimonials along with originals of the same. The candidates, without self attested copies of essential testimonials and their originals, will not be allowed to appear in the skill test

x. Final selection of candidates for appointment to the advertised posts will be based on meeting the prescribed eligibility criteria, the performance in the written examination and in skill test.

xi. If at any point of time it is found that the information furnished by the candidate was incorrect in any respect or forged /fabricated documents were presented by any candidate, his/her candidature will be cancelled and in case the candidate has already joined the post, his services shall be summarily terminated.

xii. Each candidate should affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Blue/Black Pen in another box of 3.5 cms x 1.5cms below the photograph on the same Paper. Scan the above photo and signature in a single file in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the online Application Form. Each candidate has to upload scanned copy of Signature separately also at appropriate space. (Max. Size 50 KB).

xiii. Candidates have to upload the following documents (in PDF format) along with the online application:

a) Date of Birth Certificate (Matriculation/High School/SSC Certificate) (Max Size 250 KB).
b) Marks sheet of class 10th. (Max Size 250 KB)
c) Marks sheet of class 12th, if applicable (Max Size 250 KB)
d) ITI certificate, if applicable (Max Size 250 KB)
e) Caste Certificate (SC/ST/OBC), if applicable. (Max Size 250 KB).
f) EWS certificate, if applicable. . (Max Size 250 KB).

g) PwD certificate, if applicable. (Max Size 250 KB).

h) Photo Identify card. (Max. Size 250 KB).

i) Experience Certificate, if applicable (Max. Size 250 KB).

xiv. The candidates should upload only relevant documents. It should be kept in view that uploading of irrelevant documents may lead to disqualification of the candidature/rejection of the Application Form.

xv. Candidate shall have eligibility qualification complete in all respects by cut-off date. Qualifications obtained through Open Universities/Distance Education mode that are approved by DEC and wherever necessary, by AICTE, are recognized for the purpose of employment under Central Government vide Gazette Notification No. 44 dated 1st March 1995.

xvi. Before final submission of the on-line Application Form, the candidates must go through the same carefully. It shall be noted that Incomplete / Incorrect application form will be summarily rejected.

xvii. After submitting the ONLINE Application Form, the candidate should take the printout of Application form having application number and other details. This application number should be referred in all future correspondence with NIELIT in connection with this recruitment process.

xviii. Candidates working with Central Govt./ State Govt./PSU/Autonomous bodies have to furnish '**NOC' at the time of Skill Test**. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated.

xix. Withdrawal of candidature on account of non furnishing of any information will not confer any right to carry forward or retain the candidature for future recruitment.

xx. No change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.

xxi. The selection of candidates will be subject to Medical fitness, verification of antecedents etc.

xxii. NO TA/DA shall be paid for attending the written exam and Skill Test.

xxiii. Disputes if any shall be under the jurisdiction of Delhi Courts only.

xxiv. Canvassing in any manner would lead to summarily rejection of application.

xxv. For any problems related to online submission of application form/downloading of admit card, please send e-mail to recruit-stqc@nielit.gov.in mentioning **advertisement number in the subject. No other query will be entertained at this mail-id.**