

 रा.इ.सू.प्रौ.सं NIELIT	National Institute of Electronics & Information Technology (NIELIT), Jammu & Kashmir Ministry of Electronics and IT (MeitY), Govt. of India New Campus, University of Jammu, Dr B. R. Ambedakar Road, Jammu-180005 SIDCO Electronic Complex Rangreth, Srinagar-191132			
	FMG-1/12-2022		WALK IN INTERVIEW	
Applications are invited on behalf of client department from interested and eligible candidates for selection/empanelment of manpower for the following posts, purely on contract basis, in U.T. of J&K :-				
S.No.	Post Name	No. of Posts	Consolidated Remuneration	Place of deployment
1	Programme Manager	02	@46,340/- pm	Jammu/Srinagar
2	Programme Officers	03	@34,755/- pm	Jammu/Srinagar
3	Accounts Officer	01	@23,170/- pm	Jammu/Srinagar
4	Accountant	01	@18,536/- pm	Jammu/Srinagar
5	Assistant-Cum-Data Entry Operator	03	@13,240/- pm	Jammu/Srinagar
Complete details regarding prescribed non-refundable Application fee, Application form, eligibility criteria, post qualification experience, place of posting, selection criteria etc. are available on the website – nielit.gov.in/srinagar/recruitments. Candidates are advised to go through these details carefully for determining their eligibility before applying in person on 20-01-2023 and appearing in interview, on the same day.				
Telephone Enquiry Jammu : 0191-2455514,2455515			Srinagar : 0194-2300501,2300502	
Ref: NIELIT(J)/FMG/1/2023 dated 08/01/2023				Executive Director
 @JAM_NIELIT  nielitjammu				



National Institute of Electronics and Information Technology, J&K

(Formerly DOEACC Centre Srinagar/Jammu)

SIDCO Electronics Complex, Old Airport Road, Rangreth-Srinagar-191132 (J&K)

Phone: 0194-2300501, 2300502 Fax: 0194-2300949

Email: dir-srinagar@nielit.gov.in

Web: www.nielit.gov.in/srinagar

Details of eligibility qualification required for the position along with Roles & Responsibilities

S. No.	Position	Essential Qualification	Post Qualification Experience	Desirable	No. Of Posts	Place of Posting	Remuneration
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	Two (*) (1-SCPC 1-SARA)	Jammu/ Srinagar	@46,340/- pm
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		Proficiency in computers	Three(*) (2-SCPC 1-SARA)	Jammu/ Srinagar	@34,755/- pm

		recognized University with 2 years' experience in project formulation/ implementation, monitoring and supervision in the field of Women & Child Development/Social Welfare.					
3	Accounts Officer	Graduate in Commerce/Mathematics degree from a recognized University	Minimum 3 years of working in desired field.	Computer skills & command on Tally	One	Jammu/Srinagar	@23,170/- pm
4	Accountant	Graduate in Commerce/Mathematics degree from a recognized University	Minimum 1 year of experience of working in desired field.	Computer skills & command on Tally	One	Jammu/Srinagar	@18,536/- pm
5	Assistant-Cum-Data Entry Operator	12 th Pass from a recognized Board/Equivalent Board with Minimum 6 months Computer Diploma from a Govt recognized Institute and Typing Speed of 25 WPM	1 year experience of working with Govt./NGO		Three (2-SCPC 1-SARA)	Jammu/Srinagar	@13,240/- pm

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

Job Role & Responsibilities (*)

A. Roles and Responsibilities of Duty holders in SCPS (State Child Protection Society)

1) Program Manager

- i. To coordinate and supervise programs and services for children in need of care and protection and children in conflict with law at State levels, with the help of Program Officer and the District Child Protection Units.
- ii. To facilitate, coordinate and supervise training and capacity building of staff engaged under the Mission at State or District levels as well as staff of allied systems (including police, judiciary, concerned government departments, voluntary organisation and general public).
- iii. To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), its regional centres and other training institutions of the central/state governments for the purpose of training and capacity building at the state and District level.
- iv. To assist in framing the state media communication plan and ensure designing of IEC material regarding Child rights and protection issues suitable to State specific socio-cultural milieu, in the local language while maintaining the core principles of child rights, legal and policy mandate.
- v. To coordinate all awareness generation activities on child protection issues to change social attitudes and traditional practices like child labour, child begging, child marriage, female foeticide, discrimination against girl child etc., at State and district levels with the support of Program Officer and the District Child Protection Units.
- vi. To facilitate and support the functioning of statutory bodies under the Juvenile Justice Act viz., Child Welfare Committees, Juvenile Justice Boards, SJPU, State Advisory Board etc.
- vii. To ensure supervision and monitoring all the institutions/agencies housing children in the State.
- viii. To provide all necessary support to the State Mission Director, in releasing funds for implementing programs and services for children in need of care and protection and children in conflict with law at State level.
- ix. Any other task assigned by the State Mission Director for attaining the objectives of the Mission.

2) Program Officer

- i) To function under the overall supervision of the Program Manager and shall assist him in coordination with all child protection activities pertaining to children in need of care and protection including children in conflict with law by the State Child Protection Society (SCPS).
- ii) To assist Programme Manager in planning, coordination and implementation of all training and capacity building Programs, IEC & advocacy activities at State and District levels.
- iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to children in need of care and protection at State and District levels.
- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

B. Roles and Responsibilities of Duty holders in SARA (State Adoption Resource Agency)

1) Program Manager

- i) To coordinate and supervise policy and standard operating protocols for implementation of the adoption programs at the State level as given in the Adoption Regulations.
- ii) To facilitate District Child Protection Units, Child Welfare Committees, and SAAs in terms of technical advice related to adoption and non-institutional care.
- iii) To ensure delivery of the responsibilities envisaged for the State Adoption Resource Agency.
- iv) To liaison with National Institute of Public Cooperation and Child Development (NIPCCD), NIMHANS and other training institutions of the central/state governments for the purpose of training and capacity building at the state and district level.
- v) To facilitate and support the functioning of statutory bodies under the Juvenile Justice (Care and Protection of Children) Act, 2015 viz., Child Welfare

Committees, Juvenile Justice Boards, SJPU, etc.

- vi) To provide all necessary support for release of funds for adoption programs and services for children in need of care and protection.
- vii) To develop and disseminate IEC materials, for Advocacy and awareness for promoting adoptions in the State.

2) Program Officer

- i) To work under the overall supervision of the Program Manager for encouraging and facilitating adoption as per the Adoption Regulations.
- ii) To assist in supervision and monitoring of all the adoption programs for children in need of care and protection in the state.
- iii) To coordinate with the entire District for implementing, supervising and monitoring all activities pertaining to adoption of children in need of care and protection at State and District levels.
- iv) Any other task assigned by the Programme Manager for attaining the objectives of the Mission.

**National Institute of Electronics and Information Technology (NIELIT) J & K,
New University Campus, Dr. B R Ambedkar Road, Jammu
Website : www.nielit.gov.in/srinagar/recruitments**

Advt-No. : FMG-01/01-2023

Dated : Jan. 07, 2023

Instructions/Guidelines regarding advertisement/selection/empanelment of the candidates for the following posts on contract basis, at U.T. of J&K for a client department published in "Daily Excelsior" and "Greater Kashmir(Srinagar)" newspapers dated 08-Jan-2023 and also displayed on the website of this Centre:-

S.No.	Post Name	No. of Posts	Consolidated Remuneration	Place of deployment
1	Programme Manager	02	@46,340/- pm	Jammu/Srinagar
2	Programme Officers	03	@34,755/- pm	Jammu/Srinagar
3	Accounts Officer	01	@23,170/- pm	Jammu/Srinagar
4	Accountant	01	@18,536/- pm	Jammu/Srinagar
5	Assistant-Cum-Data Entry Operator	03	@13,240/- pm	Jammu/Srinagar

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 submit their Application Form etc. in person at the above mentioned address and thereafter appear in the interview as per the following schedule at Jammu/Srinagar.

Date	Position	Schedule
20-Jan-2023 (Friday)	Programme Manager	Candidate Registration *: 9:30 AM - 12:00 PM Post Wise Interview : 10.00 AM onwards
	Programme Officers	
	Accounts Officer	
	Accountant	
	Assistant-Cum-Data Entry Operator	

*The registration for walk-in-interview will be closed at 12:00 PM.

3. The candidates must bring all their original testimonials/certificates for checking at the time of submitting their Application Form.
4. 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.
5. 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 Fee etc.
6. Rs 500/- Application fee is payable, separately for each post, in the shape of Bank Draft/Bank Pay Order drawn in favour of "NIELIT Jammu & Kashmir", payable at Jammu/Srinagar. Candidates can also pay the fee by swiping the Debit / Credit Card on the POS Machine available in the office.
7. The applicants are advised to ensure that their 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. Candidates are required to attach legible self attested copies of the following documents/certificates with their Application form :-
 - a. Matriculation/10th Class certificate showing Date of Birth.
 - b. Degree/Certificates of essential qualification which makes him/her eligible for applying for the post applied.
 - c. Degree certificate of higher educational qualification, if any.
 - d. 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.
 - e. A copy of Aadhaar Card.
 - f. A copy of PAN Card (if available).

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.

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.

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.
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. The selection/empanelment of the candidates for the post of Assistant-Cum-Data Entry Operator will be through a computer based Typing Test in English, of 10 minutes duration and the candidates achieving a typing speed of 25 words per minute (wpm) with 80% accuracy will be considered to have qualified the typing test. In case of two or more candidates with the same typing speed, the candidate who is elder (age wise) will be given higher rank/more weightage.
18. 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.

19. During the contractual employment, the place of posting may be changed within the UT of J&K as per the requirements of the client/project/section without any relocation benefits/compensation.
20. 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 email-id or mobile numbers mentioned by the candidate in his/her Application Form.
21. 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).
22. 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.
23. 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.
24. **The wages mentioned in the advertisement are exclusive of employer's share on EPF where applicable.**
25. The queries w.r.t. this recruitment advertisement will be entertained by NIELIT Jammu/Srinagar from 10.00 am to 1.00 pm and 2.00 pm to 5.00 pm (Monday to Friday/working day only).
26. NIELIT J&K reserves the right to modify, postpone or cancel this recruitment process at anytime without any notice and without assigning any reason thereof.
27. The decision of the Executive Director, NIELIT J&K in all matters relating to the recruitment process shall be final.
28. The candidates are required to follow Covid appropriate behavioural norms.
29. 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.
30. Candidates applying from Srinagar shall appear for Walk In Interview and/or type test at Srinagar Campus of NIELIT J&K and interview thru VC Mode at NIELIT Jammu.