



RECRUITMENT for Scientists Posts
Vacancies to be filled up on direct recruitment basis
Detailed Advertisement (Advt No: NIELIT/SAMEER/2023/2)

1. **GENERAL :**

Society for Applied Microwave Electronics Engineering & Research (SAMEER) is a Research & Development Organization under the administrative control of Ministry of Electronics and Information Technology (MeitY), Government of India. Its main objective is to carry out applied research in RF/Microwave Electronics, Medical Electronics, Electromagnetics, photonics, Millimeter Wave Technology and its allied areas. SAMEER has Centers at Mumbai, Chennai, Kolkata, Visakhapatnam and Guwahati.

JOB DESCRIPTION : Design, Development and testing of RF/Microwave components, calibration, characterization and integration of RF and Microwave Systems / Radar Systems, RFIC/MMIC design and fabrication, 5G/6G areas of communication etc.

National Institute of Electronics and Information Technology (NIELIT) invites applications on behalf of SAMEER, Ministry of Electronics and Information Technology (MeitY), from eligible and qualified candidates for filling up of following scientific posts at various centres of SAMEER.

Sl. No	Designation and Pay Details	Total Vacant Posts	UR	Reserved for SC /ST/OBC/EWS				Reserved for PWDs (Horizontal Reservation)
				SC	ST	OBC (NCL)*	EWS	
1	Scientist – B: Pay Level: 10 (Rs. 56100 – 177500)	18	8	1	2	5	2	HH-1
2	Scientist-C: Pay Level: 11 (Rs. 67700 – 208700))	3	3	-	-	-	-	-

* NCL – Non Creamy Layer

Note: The number of advertised posts are tentative, the actual number of posts may increase or decrease depending upon the requirement and the reservation for the posts shall be as per the policy of Government of India.

2. **ELIGIBILITY CRITERIA :**

2.1.1 **For SCIENTIST 'B' (EL) Code :STBE : ELECTRONICS :**

Number of Posts : Electronics : Sixteen (16), UR-7, SC-1, ST-2, OBC-4, EWS -2

A. **ESSENTIAL QUALIFICATIONS :**

Educational Qualifications: Bachelor Degree in Engineering or Bachelor Degree in Technology (BE/B.Tech) in the fields/disciplines mentioned below, from a recognized University:

- a) Electronics
- b) Communications
- c) Telecommunications
- d) Electrical Engineering (IIT)

Educational qualification can be single or a combination of the above disciplines.

Minimum 60% or CGPA 6.2 on a 10-point scale in the qualifying examination as declared by any recognized University, with a pre-requisite condition that Graduation should have been completed within the stipulated duration of the course as prescribed by the Institute / University.

B. DESIRABLE:

- a. Experience related to design and development in the areas of **RF/Microwave, Millimeter Wave, VLSI, Radar, Communications and Antennas**, in Scientific Institutions, Industrial and Academic Institutions or in both.
- b. ME/M.Tech.

2.1.2 For SCIENTIST 'B' (AS) Code :STBA : ATMOSPHERIC SCIENCE :

Number of Posts : Atmospheric Science: Two (2), UR-1, OBC-1,

A. ESSENTIAL QUALIFICATIONS :

Educational Qualifications: Bachelor Degree in Engineering or Bachelor Degree in Technology (BE/B.Tech) in the fields/disciplines mentioned below, from a recognized University :

- a) Electronics
- b) Communications
- c) Telecommunications
- d) Electrical Engineering (IIT)

Educational qualification can be single or a combination of the above disciplines.

And

Master Degree in Atmospheric Sciences/ Space Sciences from a recognized University:

Minimum 60% or CGPA 6.2 on a 10-point scale in the qualifying examination as declared by any recognized University, with a pre-requisite condition that Graduation should have been completed within the stipulated duration of the course as prescribed by the Institute / University.

B. DESIRABLE:

Experience in the field of design, development and validation of atmospheric instruments using different kind of sensors, development and testing of various weather data analysis and processing algorithms / models.

2.2 For SCIENTIST 'C' (MRF) Code : _____ STCM : MICROWAVES & RF :

Number of Posts : Three (3), UR-3,

A. ESSENTIAL QUALIFICATIONS AND EXPERIENCE REQUIRED :

Educational Qualifications: Bachelor Degree in Engineering or Bachelor Degree in Technology (BE/B.Tech) in the fields/disciplines in Electronics, Communications, Telecommunications, Electrical Engineering (IIT) from a recognized Institute /University

Educational qualification can be in single or a combination of the above disciplines.

And

Four (4) years post qualification experience related to design and development in the areas of **RF/Microwave systems, Millimeter Wave Systems, VLSI, Radar, Communications and Antenna** in Scientific R & D Institutions / Industry or in both.

OR

Post Graduate Degree in Engineering or Technology (ME / M.Tech/ MS) in Microwaves, Radar, VLSI, Electronics, Communications, Telecommunications, from a recognized University and Electrical Engineering (IIT)

AND

Two (2) years post qualification experience related to design and development in the areas of **RF/Microwave systems, Millimeter Wave Systems, VLSI, Radar, Communications and Antenna** in Scientific R & D Institutions / Industry or in both.

Minimum 60% or CGPA 6.2 on a 10-point scale in the qualifying examination as declared by any recognized University, with a pre-requisite condition that Graduation should have been completed within the stipulated duration of the course as prescribed by the Institute / University.

B. DESIRABLE: PhD in Engineering (RF/Microwave,. Millimeter Wave, VLSI, Radar, Communications and Antennas)

2.3 **Age Limit(completed years as on 08 APRIL 2023) :**

The upper age limit for each category of post under direct recruitment shall be as under:

Posts	Upper age limit not exceeding
Scientist – B	30 years
Scientist – C	35 years

#Provided that-

- 1) There shall be age relaxation for 5 years for candidates serving in Government Organizations and Autonomous Bodies under MeitY working in post which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of duties of the advertised post.
- 2) The upper age limit in respect of the Schedule Castes, the Schedule Tribes, Ex-servicemen, Other backward Classes, Orthopedic/handicapped and other special categories of persons shall be relaxable in accordance with the orders issued by the Central Government from time to time in this regard.

NOTE (Age calculation): The crucial date for determining the age limit shall be closing date of online application submission i.e 08 April 2023

3.0 **PLACE OF POSTING:**

The person selected may be **posted anywhere in India** in the interest of the Organization.

4.0 **HOW TO APPLY:**

- a) 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.
- b) Candidates possessing the requisite qualification on the cut-off date are only eligible to apply
- c) The admission at all the stages of the recruitment will be purely provisional, subject to satisfying the prescribed eligibility conditions.
- d) The candidate shall submit only one application against each post. Failure to do so may lead to rejection/cancellation of the Application.
- e) Candidates are advised to go through the guidelines for filling up the application form carefully.
- f) Candidates are requested to register and apply **ONLINE** at <https://www.calicut.nielit.in/sameer> **between 09/03/2023(10:00 A.M)** and **08/04/2023 (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 is briefed as under.

The complete Application can be submitted in following 3 steps:

- STEP 1:** Registration with Email id
STEP 2: Submission of Application details.
STEP 3: Payment of Application fee online (see section 4.3 for details)

The application shall be treated as complete only if all the three mandatory steps (Step 1, Step 2 and Step 3) are completed successfully. **In case, candidate is not able to submit fee by closing date and time or the**

application is otherwise incomplete, his/her candidature will summarily be rejected and no further query or complaint will be entertained in this regard.

Applicant can view the Application details from the “**View Application Option**” available on the home page by logging at <https://www.calicut.nielit.in/sameer/Login.aspx> with correct login credentials. Applicant is required to make sure that ‘**Application Status**’ on application form is “**Step2 of Application Submission Completed Successfully**” and **Payment Status** should be “**Payment Successfully Completed**”. Otherwise application will be treated as incomplete and summarily rejected **and no further query or complaint will be entertained in this regard.**

4.1 Checklist:

The Following documents should be kept ready before applying online

a) Ensure **Readable/Legible Scanned copies** of the following documents. They should be uploaded in the portal

1. Photograph (JPEG/JPG format, size less than 50 KB)
2. Signature (JPEG/JPG format, size less than 50 KB)
3. Certificate of Date of Birth (issued by Municipality etc., or Matriculation/High School/SSC Certificate)(PDF Format, size less than 200 KB)
4. Essential Qualification Certificate - Degree certificate along with consolidated mark list (PDF Format, size less than 200 KB)
5. SC/ST/OBC (NCL) Certificate, if applicable (PDF Format, size less than 200 KB)
6. EWS Certificate, if applicable (PDF Format, size less than 200 KB)
7. PWD Certificate, if applicable (PDF Format, size less than 200 KB)
8. NOC, in case of Govt servants (PDF Format, size less than 200 KB)
9. SSLC/Matriculation Certificate (PDF Format, size less than 200 KB)
10. Higher Secondary Certificate (PDF Format, size less than 200 KB)
11. Post Graduate Degree Certificate along with consolidated mark list, if applicable (PDF Format, size less than 200 KB)
12. Ph D Certificate, if applicable (PDF Format, size less than 200 KB)
13. Experience Certificate (PDF Format, size less than 200 KB) (as applicable)

Note:

- i) *If the documents are not readable or not legible, your application will be rejected without any further reference.*
- ii) *Mark sheets are expected to mention Maximum marks allotted and Marks obtained by the applicant. If the marks sheets are incomplete a self declaration is required to be attached by the candidate. However, NIELIT reserves the right to call for further documentary evidence in support of claim of the applicant.*
- iii) *Experience certificates should clearly indicate the service period from and to dates issued by the employer. Appointment order, joining letter, pay slips, offer of appointment and relieving orders, resignation letters will not be considered as Experience certificates.*
- iv) *No documents other than the one mentioned above should be attached/uploaded with the application.*

b) Credit Card/Debit card/Net Banking Details for making fee payment.

4.2 Choice of Centre for Screening Test : (FOR SCIENTIST – ‘B’ AND SCIENTIST – ‘C’) :

Candidates applying for the posts of Scientist-B and Scientist-C shall indicate their choice of Centre for screening test from the cities listed below. No change of Centre will be permissible at a later date. NIELIT, however, reserves the right to direct the candidate to appear for screening test at any location irrespective of his/her indicated choice depending upon the number of applications received and the administrative convenience.

(1) Chennai (2) Delhi (3) Guwahati (4) Hyderabad (5) Kolkata (6) Mumbai (7) Bengaluru

4.3 Application Fees:

The applicants shall pay the Application Fee (**non-refundable**) at the rates indicated in the table below through online payment mode via application software only:

APPLICATION FEES		
CATEGORY	SC/ST/ PWD/ Women candidates	General and all others
FEE	<i>Rs.400/- per application per post (including taxes)</i>	<i>Rs.800/- per application per post (including taxes)</i>

Candidates who are applying **for more than one post** needs to pay Rs 800/- for each post/- (including taxes).

The bank charges towards remittance of application fee if any, will have to be borne by the candidate. Fee through any other mode like Cash, Demand Draft, Pay Order, Cheque or Challan will **not** be accepted.

Note : Application fee once paid will not be refunded.

5. SELECTION PROCESS :

A) For Post of Scientist-B and Scientist-C :

- 1) The Direct recruitment to the posts of Scientist B and Scientist C would be done through a three-stage process i.e., 1) Written Test / Computer Based Test (CBT), 2) Evaluation of the academic/professional records etc., 3) Technical interview.
- 2) **Stage 1:** The written test / Computer Based Test would be of qualifying nature and will be based on GATE syllabus and pattern. Electronics and communication engineering (EC) for posts at serial no 2.1.1 and 2.2 and Atmospheric sciences (XE-H) for post at sr. no.2.1.2.
- 3) Candidates qualifying the written test with minimum 50% of marks for General, 40% for OBC and 30% for SC/ST, would only be considered eligible for next stage. The list of candidates qualifying the screening test would, however, be restricted by applying a ratio of 1:10 (i.e. Ten candidates per post) in the order of merit, in each category (UR/SC/ST/OBC/EWS/PWD) to qualify the first stage. If required, the candidates in the merit list may have to submit hard copies of signed copy of application, attested copies of testimonials, certificates, previous APARS, Vigilance/Disciplinary Clearance etc through proper channel/present employer. Non submission or Non receipt of

documents called for will result in rejection of candidature of the applicant for the post applied. It may also be noted that mere qualification of written test may not make a candidate automatically eligible for interview/personal interaction.

- 4) **Stage 2:** The candidates shortlisted from Stage 1 i.e., Written / Computer Based Test would be evaluated by an evaluation committee and marks (maximum 60) would be awarded for academic qualifications, GATE Score. Experience etc., The details of various parameters and weightage of marks are as indicated in the Table; Evaluation Norms for post of Scientist B and Scientist C.
- 5) A merit list of short-listed candidates would be drawn based on the sum of the marks obtained out of Written Computer Based Test and academic qualifications (Stage 1 and Stage 2) to a maximum of 140 marks (excluding 60 marks for interview)
- 6) **Stage 3:** Based on the criteria mentioned in above clause no.5, candidates in the ratio of 1:5 would be called for personal interaction/interview i.e. for each post, five candidates would be called for interview in their order of merit.
- 7) Final merit list would be prepared based on the marks obtained out of a maximum of 200 marks, i.e. marks obtained in the Evaluation process (Stage 1 and Stage 2) and in the Interview (Stage 3).

Evaluation Norms for the post of Scientist - B

S. No	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.08 mark for each percent	8
(b)	10+2 (Intermediate)	0.12 mark for each percent	12
(c)	GATE Score*	0.06 mark for each percent	6
(d)	Essential Qualification i.e. Basic qualification required for the post	0.30 mark for each percent	30
(e)	M.Tech/M.E	0.04 mark for each percent	4
(f)	Written test/CBT	0.8 mark for each percent	80
(h)	Interview		60
Total Marks			200

*GATE Score obtained by the candidate in past three years from the closing date of application only will be considered.

Evaluation Norms for the post of Scientist - C

S. No	Particulars	Weightage of Marks	Max Marks
(a)	Matriculation (Class X)	0.06 mark for each percent	6
(b)	10+2 (Intermediate)	0.1 mark for each percent	10
(c)	GATE Score*	0.08 mark for each percent	8
(d)	Essential Qualification i.e. Basic qualification required for the post	0.28 mark for each percent	28
(e)	M.Tech/M.E	0.04 mark for each percent	4
	Experience	For BE/B.Tech 2 marks for each completed year in Government/Semi-Government R& D organization/ Industry in the relevant field at an appropriate level, after completion of essential qualification subject to maximum weightage given for 4 years only. For ME/M.Tech 2 marks for each completed year Government/Semi-Government R& D organization/ Industry in the relevant field at an appropriate level, after completion of essential qualification subject to maximum weightage given for 2 years only.	8/4
(f)	Written test	0.8 mark for each percent	80
(g)	Interview		60
Total Marks			200

*GATE Score obtained by the candidate in past three years from the closing date of application only will be considered.

The above mentioned norms are further subject to **General Notes** given below

GENERAL NOTES

- 1) If the marks obtained under Class X, Class XII and Essential Qualification category are given as CGPA, then the same would be converted into percentage and evaluated on the basis of published formula of the institution, to be provided by the candidate. Wherever formula for conversion of CGPA into percentage is not given/available, then the generic formula prescribed by AICTE would be used. (CGPA x 0.95)
- 2) GATE score obtained by the candidate in past three years from the closing date of application will be considered.
- 3) Required experience in reverse chronological order would be considered for evaluation.
- 4) In case a candidate qualifies the experience, criteria based on combined experience in Government and Private organizations, then for marking purpose, period of more than six months would be considered as a

complete year, while a period of less than six months would be ignored. However, the total number of years considered for evaluation (after such rounding off) should not exceed the experience prescribed for the said post.

- 5) Educational Qualification Certificates along with Experience Certificates would be required to be submitted/uploaded along with the application form.
- 6) The decision of the Evaluation Committee taken for resolving any issue during the evaluation of the applications would be final.

5.1 Online Examination:

The Examination will be conducted only in online mode and if more candidates are there, the examination will be conducted in multiple batches/sessions. In such cases normalisation will be followed among batches. In the event of any technical lapses, re-examination will be conducted at affected examination centres or for affected candidates only as the case may be as per the broad scheme given below:

a) In case of any minor technical glitches like system breakdown for a specific period of time, then the timer will be reset and will start from the time it stopped. No retest will be conducted – only extended time will be allotted and allowed to the affected candidates.

b) However, if major fault occurred in a particular centre and more than 70% of the candidates scheduled in that particular centre could not take the exam then examination at that centre will be cancelled. Retest for candidates of that centre only will be scheduled on a new date with a new question paper. In this case the candidates will not be charged any additional fee for retest. However, affected candidates should make their own arrangements for appearing for retest on the specified new date(s). Also, if any of the candidate fails to attend the retest for any reason, **no** retest shall be held under any circumstance for that candidate.

c) The final result will be based on and calculated as per the scheme of normalization (formula) given below:

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}^g} (M_{ij} - M_{iq}^g) + M_q^{gm}$$

Where :

\widehat{M}_{ij} = Normalised marks of the j^{th} candidate in the i^{th} shift

\overline{M}_t^g = is the average marks of the top 0.1% of the candidates considering all shifts (number of candidates will be rounded – up)

M_q^g = is the sum of mean and standard deviation marks of the candidates in the examination considering all shifts

\overline{M}_{ti} = is the average marks of the top 0.1% of the candidates in the i^{th} shift (number of candidates will be rounded-up).

M_{iq} = is the sum of mean marks and standard deviation of the i^{th} shift.

M_{ij} = is the actual marks obtained by the j^{th} candidate in i^{th} shift.

M_q^{gm} = is the sum of mean marks of candidates in the shift having maximum mean and standard deviation of marks of candidates in the examination considering all shifts.

5.2 Verification of Documents:

Verification of requisite documents will be done prior to the interview. Candidate will be interviewed only after confirming all the eligibility requirements and production of **all relevant original documents** for verification.

Mere fulfilling of requirement as laid down in the advertisement does not qualify a candidate to be called for personal interaction/interview.

5.3 Interview:

Shortlisted candidates shall be intimated about the date and venue through SMS/e-mail communications to the registered email ID/Mobile phone by SAMEER. Interviews shall be conducted at **SAMEER Mumbai**.

No request for postponement or change in date and location is allowed/entertained.

6. ACTION AGAINST MISCONDUCT :

Candidates are advised in their own interest that they **should not** furnish any particulars that are false, tampered, not supported by proof or 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;

- Using unfair means during the examination or violation of any other requirements of screening test.
- Impersonating or procuring impersonation by any person.
- Misbehaving in the examination hall.
- Resorting to any irregular means in connection with his/her candidature during selection process
- Obtaining support for his/her candidature by any means.

Such candidates in addition to rendering himself/herself are liable to criminal prosecution and may also be liable to be:

- a) Disqualified from the examination hall.
- b) Debarred either permanently or for a specified period from any examination/recruitment to be conducted by MeitY or any other Government Organizations, its attached offices and statutory organizations.

7 IMPORTANT INFORMATION :

7.1 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 favor a certificate of eligibility has been issued by the Government of India.

7.2 Reservation :

- a) Reservation for SC/ST/OBC/EWS/PWD (minimum 40% disability) candidates shall be as per the Govt. guidelines. The candidates must upload a copy of the Caste/Category Certificate in the formats prescribed by Government of India. The Certificate for PWD must indicate the percentage of disability while 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 08/09/93 as amended from time to time (Proforma for SC/ST/OBC/PWD etc certificate are provided as Annexures).
- b) The Benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per DoPT OM No.36039/1/2019-Estt (Res) dated 31st January 2019. The income and Asset Certificate issued by any one of the following authorities in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.
 - i. District Magistrate/ Additional District Magistrate/Collector/ Deputy Commissioner/Additional Deputy Commissioner/1st Class Stipendiary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate/Executive Magistrate/Extra Assistant Commissioner.
 - ii. Chief Presidency Magistrate/Additional Chief Presidency Magistrate/ Presidency Magistrate.
 - iii. Revenue Officer not below the rank of Tehsildar.
 - iv. Sub-Divisional Officer of the area where the candidate and /or his/her family normally resides.

7.3 Cut Off Date for Age, Qualification and Experience :

The Cut off date for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience, if applicable will be **08 April 2023** which will remain unchanged even in case of extension of the closing date for submission of applications.

7.4 Correspondence :

All correspondences in connection with the recruitment will be made by NIELIT/ **SAMEER** through e-mails/SMS only on their registered e-mail ID and Mobile Number. The candidates must, therefore, indicate his/her primary email ID and active primary Mobile Number in the online application form on which the communication regarding this recruitment process would reach to the applicant. Joining/Appointment process of selected candidates will also be made through the registered Email and Mobile with NIELIT, by **SAMEER**. Hence the candidate must regularly check their email ID/SMS.

It is implicit that the candidate upon registration in the recruitment portal agrees to permit NIELIT to send Transactional SMS/e-mail communications to the registered email ID/Mobile phone.

After publication of result of written examination, candidates are required to regularly check the recruitment website of SAMEER (<https://sameer.gov.in>) for further course of action.

Note: Disclaimer : In case of failure of candidate(s) to respond to SAMEER/NIELIT communication(s) online as above, during recruitment process, resulting in rejection of candidature, SAMEER /NIELIT shall not be responsible.

7.5 Application Fee Payment and Eligibility :

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. Only qualifications mentioned against each post shall be considered for determining the eligibility.

8. IMPORTANT INSTRUCTIONS :

- The applicant must be a citizen of India.
- List of subjects for essential qualification included in the advertisement against each postcode is exhaustive/final. Candidates possessing qualification in subjects other than those mentioned against each post-code are not eligible.
- Canvassing in any form and/ or bringing any influence political or otherwise will be treated as a disqualification for the post.
- Applications which are not in conformity with the requirement indicated in the advertisement, are liable to be rejected.
- Final Selection of candidates for appointment to the above-mentioned positions will be based on meeting the prescribed eligibility criteria, the performance in the screening test, if applicable and in interview.
- 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 canceled and in case the candidate has already joined the post, his services shall be summarily terminated.
- Each candidate shall affix his/her recent colour passport size photograph (of size 3.5 cms x 4.5 cms) in JPG format of size not more than 50 KB and upload the same at appropriate space provided in the on-line Application Form.
- Each candidate shall also affix his/her signatures with Black/Blue Pen in a white paper and scan them to a JPG file (of dimension 3.5 cms x 1.5cms) with size not more than 20 KB and upload the same at appropriate space provided in the on-line Application Form.
- Candidate shall upload only the following relevant document in the following sequence in PDF Format (not exceeding the size of 200 KB each):
 1. Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC Certificate)
 2. SSLC/Matriculation Certificate along with marks scored.
 3. Higher Secondary Certificate along with marks scored.
 4. Certificates of Educational qualification, which makes him/her eligible for applying for the post along with marks scored.

5. Certificates of Post Graduate qualification along with marks scored, **if any**
 6. Certificates of PhD qualification, **if any**
 7. Caste certificate (SC/ST/OBC(NCL)), **if applicable**
 8. Category Certificate (PWD or any other), **if applicable**
 9. EWS Certificate, **if applicable**
 10. Experience Certificates which makes him/her eligible for applying for the post, **as applicable**
 11. NOC/Undertaking, **as applicable**
- 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**. Non-submission of the documents in the above sequence may lead to cancellation/rejection of the Application Form.
 - Candidates shall have eligibility qualification complete in all respects by closing 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 alone shall be considered as eligible.
 - **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.**
 - After submitting the ONLINE Application Form, candidates are advised to download the application form and the Application id should be referred to in all future correspondence with NIELIT in connection with this recruitment process.
 - Candidates working with Central Govt./State Govt./PSU/Autonomous bodies have to furnish 'NOC' from the authority concerned. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated. 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. *Also attested copy of APAR and AWR for the last 5 years in respect of the individual is required on demand.*
 - Any request for change of address will not be entertained. Also, no change in particulars shall be permitted and the particulars furnished by the applicant in the online application form will be taken as final.
 - Candidates at the time of interview shall bring the downloaded Interview Call Letter, self-attested copies of the testimonials along with their originals and NOC from their employer, if applicable, failing which they will not be allowed to appear in the interview.
 - Final Selection of candidates for appointment to the above mentioned positions will be based on meeting the prescribed eligibility criteria, the performance in the written examination and in interview.
 - 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.
 - **No TA/DA shall be paid for attending the written exam and interview.**
 - **Candidate must ensure that the information provided in the application portal are correct and final. Correction/addition of any information already submitted is not allowed during later phases of recruitment process.**

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

9. List of Annexures:

Annexure A – Performa –for SC/ST Certificate.

Annexure B – Performa – for OBC (NCL) Certificate.

Annexure C – Performa – for EWS Certificate.

Annexure D – Performa – for Govt Employees Claiming Age Concession.

Annexure E – Performa –for Ex-servicemen.

Annexure F – Performa(s) – for PWD Candidates.

Performa-VI A

The form of certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under the Government of India

This is to certify that Shri/Shrimati/Kumari*Son/daughter*
of..... of village/town* in
District/Division* of the State/Union Territory* belongs to
the..... Caste/tribe* which is recognized as a Scheduled Caste/Scheduled Tribe*under:-

- @The Constitution (Scheduled Castes) Order, 1950
- @The Constitution (Scheduled Tribes) Order, 1950
- @The Constitution (Scheduled Castes) Union Territories Order, 1951
- @The Constitution (Scheduled Tribes) Union Territories Order, 1951

[as amended by the Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956; the Bombay Reorganisation Act, 1960; the Punjab Reorganisation Act, 1966; the State of Himachal Pradesh Act, 1970; the North Eastern Areas (Reorganisation) Act, 1971; the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976; the State of Mizoram Act, 1986; the State of Arunachal Pradesh Act, 1986 and the Goa, Daman and Diu (Reorganisation) Act, 1987.]

- @The Constitution (Jammu and Kashmir) Scheduled Castes Order, 1956
- @ The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976
- @The Constitution (Dadar and Nagar Haveli) Scheduled Castes Order, 1962
- @The Constitution (Dadar and Nagar Haveli) Scheduled Tribes Order, 1962
- @The Constitution (Pondicherry) Scheduled Castes Order, 1964
- @The Constitution (Uttar Pradesh) Scheduled Tribes Order, 1967
- @The Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968
- @The Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968
- @The Constitution (Nagaland) Scheduled Tribes Order, 1970
- @The Constitution (Sikkim) Scheduled Castes Order, 1978
- @The Constitution (Sikkim) Scheduled Tribes Order, 1978
- @The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989
- @The Constitution (SC) Order (Amendment) Act, 1990
- @The Constitution (ST) Order (Amendment) Act, 1991
- @The Constitution (ST) Order (Second Amendment) Act, 1991
- @The Scheduled Castes and Scheduled Tribes Orders (Amendment) Act 2002
- @The Constitution (Scheduled Castes) Order (Amendment) Act, 2002
- @The Constitution (Scheduled Castes and Scheduled Tribes) Orders (Amendment) Act, 2002
- @The Constitution (Scheduled Castes) Orders (Second Amendment) Act, 2002

% 2. Applicable in the case of Scheduled Castes/ Scheduled Tribes persons who have migrated from one State/Union Territory Administration to another.

This certificate is issued on the basis of the Scheduled Castes/ Scheduled Tribes certificate issued to Shri/Shrimati * Father/Mother of Shri/Shrimati/ Kumari of village/town* in District/Division* of the State/Union Territory*who belongs to the caste/ tribe*

which is recognized as a Scheduled Caste/ Scheduled Tribe in the State/Union Territory* of..... issued by the.....dated.....

% 3. Shri/Shrimati/Kumari*..... and/or* his/her* family Ordinarily resides in village/town* _____ Of.....District/Division* Of the State/ Union Territory* of.....

Signature.....

**Designation.....

(With Seal of Office) State/Union Territory*

Place:.....

Date:.....

*Please delete the words which are not applicable.

@Please quote specific Presidential Order.

% Delete the paragraph which is not applicable.

NOTE: The term "ordinarily reside(s)"used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

**List of authorities empowered to issue Scheduled Caste/Scheduled Tribe Certificate.

(i) District Magistrate/ Additional District Magistrate/ Collector/ Deputy Commissioner/ Additional Deputy Commissioner/ Deputy Collector/ 1st Class Stipendiary Magistrate/ Sub-Divisional Magistrate/ Taluka Magistrate/ Executive Magistrate/ Extra Assistant Commissioner. (Not below of the rank of 1st Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate/ Additional Chief Presidency Magistrate/ Presidency Magistrate.

(iii) Revenue Officers not below the rank of Tehsildar.

(iv) Sub Divisional Officer of the area where the candidate and/or his/her family normally resides.

(v) Administrator/Secretary to Administrator/Development Officer (Lakshadweep)

FORM OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA

This is to certify that Shri/Smt./Kumari _____ son/daughter of _____ of village/town _____ in District/Division _____ in the State/Union Territory _____ belongs to the _____ community which is recognised as a backward class under the Government of India, Ministry of Social Justice and Empowerment's Resolution No. _____ dated _____*.

Shri/Smt./Kumari _____ and /or his/her family ordinarily reside(s) in the _____ District/Division of the _____ State/Union Territory.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt. (SCT) dated 8.9.1993, OM No. 36033/3/2004- Estt. (Res) dated 9th March, 2004, O.M. No. 36033/3/2004-Estt. (Res) dated 14th October, 2008 and O.M. No. 36033/1/2013-Estt. (Res) dated 27th May, 2013**.

Signature _____
 Designation _____ \$
 Dated: _____

Seal *-

The authority issuing the certificate may have to mention the details of Resolution of Government of India, in which the caste of the candidate is mentioned as OBC.

** - As amended from time to time.

\$ - List of Authorities empowered to issue Other Backward Classes certificate will be the same as those empowered to issue Scheduled Caste/Scheduled Tribe certificates.

Note:- The term "Ordinarily" used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950

Form of Declaration to be submitted by the OBC candidate (in addition to the community certificate)

I _____ Son/daughter of Shri _____ resident of _____ village/town/city _____ district _____ state _____ hereby declare that I belong to the _____ community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Department of Personnel and Training Office Memorandum No. 36102/22/93-Estt. (SCT) dated 8-9-1993. It is also declared that I do not belong to persons/sections/sections (Cremy Layer) mentioned in column 3 of

the Schedule to the above referred Office Memorandum dated 8-9-1993, OM No. 36033/3/2004-Estt. (Res.) dated 9th March, 2004 and OM No. 36033/3/2004-Estt.(Res.) dated 14th October 2008.

Signature _____

Full Name: _____

Address : _____

Place: _____

Date: _____

Government of

(Name & Address of the authority issuing the certificate)

INCOME & ASSEST CERTIFICATE TO BE PRODUCED BY ECONOMICALLY WEAKER SECTIONSCertificate No.....
.....

Date:

VALID FOR THE YEAR

This is to certify that Shri/Smt./Kumari son/daughter/wife of permanent resident of, Village/Street, Post Office,District..... in the State/Union Territory..... Pin Code.....whose photograph is attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the financial year His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
- II. Residential flat of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in. areas other than the notified municipalities.

2. Shri/Smt./Kumari belongs to the caste which is not recognized as a Scheduled Caste, Scheduled Tribe and Other Backward Classes (Central List).

Signature with seal of Office.....

Name.....

Designation.....

*Note I: Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2:** The term 'Family" for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

*****Note 3:** The property held by a "Family' in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

PERFORMA

The form of certificate to be produced by Government Servants for claiming Age concession

(Letter Head of the Institution/Issuing Authority)

This is to certify that Shri/Ms. _____ s/o, d/o, w/o
Shri. _____ is a regularly appointed employee of this organisation/Department/Ministry and
duties performed by him/her during the period(s) are as under:

Certified that :

* (a) Shri/Shrimati/Kum. _____ holds substantively a permanent post of
_____ in the Office/Department of _____ with effect from
_____.

* (b) Shri/Shrimati/Kum. _____ has been continuously in temporary service on a regular
basis under the Central Government in the post of _____ in the Office/Department of
_____ with effect from _____.

Signature _____

Name: _____

Designation: _____

Ministry/Office: _____

Address: _____

Office Seal _____

Place: _____

Date: _____

Note : Candidates working with Central Govt./State Govt./PSU/Autonomous bodies have to furnish 'NOC' from the authority concerned. The 'NOC' should also confirm that no disciplinary/Vigilance case is either pending or contemplated. 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. Also attested copy of APAR and AWR for the last 5 years in respect of the individual is required on demand.

CERTIFICATE TO BE PRODUCED BY SERVING/RETIRED/RELEASED ARMED FORCES PERSONNEL FOR AVAILING THE AGE CONCESSION FOR POSTS FILLED BY DIRECT RECRUITMENT

A. Form of Certificate applicable for Released/Retired Personnel

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ has rendered service from _____ to _____ in Army/Navy/Air Force.

2. He has been released from military services :

%(a) On completion of assignment otherwise than

(i) by way of dismissal, or

(ii) by way of discharge on account of misconduct or inefficiency, or

(iii) on his own request, but without earning his pension, or

(iv) he has not been transferred to the reserve pending such release.

%(b) on account of physical disability attributable to Military service.

%(c) on invalidment after putting in at least five years of Military service

3. He is covered under the definition of Ex-Serviceman (Re-employment in Central Civil Services and Posts) Rules, 1979 as amended from time to time.

Place : _____

Date : _____

Signature, Name and Designation of the Competent Authority
Seal

% Delete the paragraph which is not applicable.

B. Form of Certificate for Serving Personnel

(Applicable for serving personnel who are due to be released within one year)

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ is serving from _____ in Army/Navy/Air Force.

2. He is due for release retirement on completion of his specific period of assignment on _____

3. No disciplinary/vigilance case is pending against him.

Place : _____

Date : _____

Signature, Name and Designation of the Competent Authority

Seal _____

Candidate (Serving Personnel furnishing certificate B as above will have to give the following undertaking: Undertaking to be given by serving Armed Force Personnel who are due to be released within one year

I understand that if selected on the basis of recruitment process to which this application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have

been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-servicemen (Re-employment in Central Civil Service and Posts) Rules, 1979, as amended from time to time.

Place : _____

Date : _____

Signature and Name of Candidate.

C. Form of Certificate applicable for Serving ECOs/SSCOs who have already completed their initial assignment and are on extended assignment

It is certified that No. _____ Rank _____ Name _____ whose date of birth is _____ isserving from _____ in Army/Navy/Air Force.

2. He has already completed his initial assignment of five years on _____ and is on extended assignment till _____.

3. There is no objection to his applying for civil employment and he will be released on three months notice on selection from the date of receipt of appointment.

Place : _____

Date : _____

Signature, Name and Designation of the Competent Authority

Seal _____

** Authorities who are competent to issue certificate to Armed Forces Personnel for availing Age concessions are as follows:

(a) In case of Commissioned Officers including ECOs/SSCOs.

Army – Military Secretary Branch, Army HQ, New Delhi.

Navy – Directorate of Personnel, Naval HQ, New Delhi.

Air Force – Directorate Personnel Officers, Air HQ, New Delhi

(b) In case of JCOs/ORs and equivalent of the Navy and Air Force.

Army – by various Regimental Record Offices

Navy – BABS, Mumbai

Air Force – Air Force Records, New Delhi

Form-V

Certificate of Disability

(In cases of amputation or complete permanent paralysis of limbs and incases of blindness)

[See rule 18(1)]

(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No: _____

Date: _____

This is to certify that I have carefully examined Shri/Smt/Kum _____
son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YYYY) Age _____
Years, male / female _____ Registration No. _____ permanent resident of House
No. _____ Ward/Village/Street _____ Post Office _____ District _____
State _____ whose photograph is affixed above and am satisfied that:

(A) he/she is a case of :

- locomotor disability
- dwarfism
- blindness

(Please tick as applicable)

(B) the diagnosis in his/her case is _____

(A) He/She has _____ % (in figure) _____ percent (in words) permanent Locomotor Disability/dwarfism/blindness in relation to his/her _____ (part of body) as per guidelines (_____ number and date of issue of the guidelines (_____ number and date of issue of the guidelines to be specified)

2. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Signature and seal of Authorised Signatory of notified Medical Authority)

Form-VI
Certificate of Disability
(In case of multiple disabilities)
[See rule 18(1)]



(NAME AND ADDRESS OF THE MEDICAL AUTHORITY ISSUING THE CERTIFICATE)

Certificate No: _____

Date: _____

This is to certify that we have carefully examined Shri/Smt/Kum _____
son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YYYY) Age _____
Years, male / female _____ Registration No. _____ permanent resident of House
No. _____ Ward/Village/Street _____ Post Office _____ District _____
State _____ whose photograph is affixed above and am satisfied that:

(A) He/she is a Case of Multiple Disability. His/her extent of permanent physical impairment/disability has been evaluated as per guidelines (_____ number and date of issue of the guidelines to be specified) for the disabilities ticked below, and shown against the relevant disability in the table below:

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Dwarfism			
5.	Cerebral Palsy			
6.	Acid attack victim			
7.	Low vision	#		
8.	Blindness	#		
9.	Deaf	&		
10.	Hard of Hearing	&		
11.	Speech and Language disability			
12.	Intellectual Disability			
13.	Specific Learning			

	Disability			
14.	Autism Spectrum Disorder			
15.	Mental illness			
16.	Chronic Neurological Conditions			
17.	Multiple sclerosis			
18.	Parkinson's disease			
19.	Haemophilia			
20.	Thalassemia			
21.	Sickle Cell disease			

(B) In the light of the above, his/her over all permanent physical impairment as per guidelines (_____ number and date of issue of the guidelines to be specified), is as follows
 In figures: - _____ percent.
 In words : - _____ percent.

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.
3. Reassessment of disability is :
 (i) not necessary
 (ii) is recommended/after _____ years _____ months , and therefore this certificate shall be valid till _____(DD/MM/YYYY)

@ e.g Left/right/both arms/legs
 # e.g Single eye
 & e.g Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

5. Signature and seal of the Medical Authority

Name and seal of Member	Name and seal of Member	Name and seal of the Chairperson



Form-VII
Certificate of Disability
(In cases other than those mentioned in Forms V and VI)
[See rule 18(1)]

Certificate No: _____

Date: _____

This is to certify that we have carefully examined Shri/Smt/Kum _____ son/wife/daughter of Shri _____ Date of Birth _____ (DD/MM/YYYY) Age _____ Years, male / female _____ Registration No. _____ permanent resident of House No. _____ Ward/Village/Street _____ Post Office _____ District _____ State _____ whose photograph is affixed above and am satisfied that he/she is a case of _____ disability. His/her extent of percentage physical impairment / disability has been evaluated as per guidelines (to be specified) and is shown again the relevant disability in the table below:-

S. No.	Disability	Affected part of body	Diagnosis	Permanent physical impairment/mental disability (in %)
1.	Locomotor disability	@		
2.	Muscular Dystrophy			
3.	Leprosy cured			
4.	Cerebral Palsy			
5.	Acid attack victim			
6.	Low vision	#		
7.	Deaf	&		
8.	Hard of Hearing	&		
9.	Speech and Language disability			
10.	Intellectual Disability			
11.	Specific Learning Disability			
12.	Autism Spectrum Disorder			

13.	Mental illness			
14.	Chronic Neurological Conditions			
15.	Multiple sclerosis			
16.	Parkinson's disease			
17.	Haemophilia			
18.	Thalassemia			
19.	Sickle Cell disease			

(Please strikeout the disabilities which are not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve.

3. Reassessment of disability is :

(i) not necessary

(ii) is recommended/after _____ years _____ months , and therefore this certificate shall be valid till _____(DD/MM/YYYY)

@ e.g Left/right/both arms/legs

e.g Single eye

& e.g Left/Right/both ears.

4. The applicant has submitted the following document as proof of residence:-

Nature of Document	Date of Issue	Details of authority issuing certificate

(Authorised Signatory of notified Medical Authority)
(Name and seal)



Countersigned

(Countersignature and seal of the
Chief Medical Officer/Medical Superintendent/
Head of Government Hospital, in case the
certificate is issued by a medical authority who is not a government servant (with seal))

Note: In case this certificate is issued by a medical authority who is not a government servant, it shall be valid only if countersigned by the Chief Medical Officer of the District.

Note: The principal rules were published in the Gazette of India by Ministry of Social Justice and Empowerment vide notification number 489, dated 15.06.2017.