

(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 Cutoff date for calculating the age as well as completion of eligibility conditions with regard to essential qualifications and experience, if applicable will be 26/03/2020 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 / NIC through e-mails/SMS only on the registered e-mail ID and Mobile Number submitted by the candidate. The candidates must, therefore, regularly check their e-mail ID/SMS. Joining/Appointment process of selected candidates will also be made through the registered Email and Mobile with NIELIT, by NIC.

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.

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 against each post. Failure to do so may lead to rejection/cancellation of the Application.

7.5 APPLICATION FEE PAYMENT & 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:

- 8.1 Applications which are not in conformity with the requirement indicated in the advertisement, are liable to be rejected.
- 8.2 Candidates for the post of Scientist - 'B' 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.
- 8.3 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 (if applicable).
- 8.4 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.
- 8.5 Each candidate shall affix his/her recent color passport size photograph (of size 3.5 cms x 4.5 cms) on a White Paper and then append his/her signatures with Black Pen in another

box of 3.5 cms x 1.5cms below the photograph on the same Paper.(sample at Annexure 'C') Scan the above photo and signature in a single file in JPG format of size not more than 50 KB, and resolution of 170px(width) X 250px(height). Upload the same at appropriate space provided in the on-line Application Form.

- 8.6 Candidate shall upload only the following relevant document (first three are mandatory for all candidate) in the following sequence in a single file in PDF Format (not exceeding the size of 3 MB):
- Certificate of Date of Birth (issued by Municipality etc or Matriculation/High School/SSC Certificate)
 - Certificates of Educational qualification, which makes him/her eligible for applying for the post.
 - Photo id proof
 - Certificates of Higher Educational qualification, **if any**
 - Caste certificate (SC/ST/OBC(NCL)), **if applicable**
 - Category Certificate (PWD or any other), **if applicable**
 - EWS Certificate, **if applicable**
 - Certificate for seeking age relaxation, **if applicable**
 - NOC with Undertaking /Declaration, **if applicable**
- 8.7 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.
- 8.8 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.
- 8.9 **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.**
- 8.10 After submitting the ONLINE Application Form, the candidate should take the printout of 'View Application' bearing the candidate id, which should be referred to in all future correspondence with NIELIT in connection with this recruitment process.
- 8.11 Candidates applying for the posts of Scientist - 'B' or Scientific/Technical Assistant – 'A', 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. Scientist - 'B' Candidate should produce the 'NOC' at the time of interview. Scientific/Technical Assistant – 'A', candidate should produce the 'NOC' before joining.
- 8.12 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.
- 8.13 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.

- 8.14 **No TA/DA shall be paid for attending the written exam and interview.**
- 8.15 **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.**
- 8.16 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.
