



राष्ट्रीय इलेक्ट्रॉनिकी एवं सूचना प्रौद्योगिकी संस्थान (रा.इ.सू.प्रौ.सं)  
NATIONAL INSTITUTE OF ELECTRONICS AND INFORMATION TECHNOLOGY (NIELIT)

(इलेक्ट्रॉनिकी और सूचना प्रौद्योगिकी विभाग, संचार तथा सूचना प्रौद्योगिकी मंत्रालय,

भारत सरकार की एक स्वायत्त वैज्ञानिक संस्थान)

(An Autonomous Scientific Society of Department of Electronics & Information Technology,  
Ministry of communications & Information Technology, Govt. of India)

आइ.एस.टी.ई कॉम्प्लेक्स, २५ गाँधी मण्डपम् रोड, चेन्नई - ६०० ०२५

ISTE Complex, 25, Gandhi Mandapam Road (Opp Anna Centenary Library), Chennai - 600 025

Phone: 044- 24421445 / 46, Fax: 044- 24421441 Website: www.doeaccchennai.edu.in

(रा.इ.सू.प्रौ.सं नई दिल्ली का एक केंद्र / A Centre of NIELIT, New Delhi)

DC-CHE/III/2(10)/11-228

To,

The Registrar  
Pondicherry university,  
Bharat Ratna Dr.Ambedhkar  
Administrative Building  
R.V.Nagar ,Kalapet,  
Puducherry-605014

DA/AR (Admin)

Dated: 26<sup>th</sup> Aug 2013

6428  
27/08/2013

VACANCY NOTIFICATION

**Sub: Filling up of Administrative officer (Group 'A' Non-S & T) post on deputation basis**

Sir / Madam,

The undersigned is directed to inform you that NIELIT Chennai has advertised for filling up of one post of "**Administrative Officer**" through deputation basis vide Advt.No.DC-CHE/III/2/AO/2013 in Employment News dated 24<sup>th</sup> Aug 2013. A copy of the same is enclosed along with detailed information and application form.

2. It is requested to give wide publicity to this advertisement and circulate the vacancy within the department / attached offices in your control and arrange to display on the notice board.

3. Further it is requested that the application of suitable eligible officers who satisfy the eligibility criteria and who can be spared immediately in the event of selection, may kindly be forwarded to The Director, NIELIT CHENNAI, ISTE Complex, 25 Gandhi Mandapam Road, Anna University, Chennai-600025 latest by 08<sup>th</sup> Oct 2013.

4. For more details log on to our website : [www.nielitchennai.edu.in](http://www.nielitchennai.edu.in)

Thanking you.

Yours faithfully,

S.Janarthanam  
Administration i/c

Encl: As above.

मुख्यालय: इलेक्ट्रॉनिकी निकेतन, ६ सी.जी.ओ कॉम्प्लेक्स नई दिल्ली - ११०००३

Head Office at: Electronics Niketan, 6 CGO Complex, New Delhi - 110003

दूरभाष / Tel: 011-24363936, 24363330/1/2 फॅक्स / Fax: 011-24363937, 24363335

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**NIELIT CENTRE, CHENNAI**

National Institute of Electronics and Information Technology (NIELIT) Chennai Centre (An autonomous Scientific Society of Department of Information Technology, Ministry of Communications and Information Technology, Government of India) is functioning with an objective of creating skilled and specialized manpower in advanced areas of IECT and expanding with engagement of Government sponsored project "Capacity building in the areas of Electronic Product Design and Production Technology".

Applications are invited for filling up of the post of Administrative Officer through proper channel on **deputation** basis in NIELIT Chennai Centre as per details given below:-

1. NAME OF THE POST : Administrative Officer
2. SCALE OF PAY : Rs.15600-39100 (PB-3) + Grade Pay: Rs.5400
3. MODE OF RECRUITMENT : Deputation basis
4. PERIOD OF DEPUTATION : Three (3) years
5. PLACE OF POSTING : Chennai
6. ELIGIBILITY :
  - a) Persons holding analogous post in Semi-Govt Organization, Autonomous Bodies, Public Sector Undertakings etc., OR
  - b) Persons working in the pay scale Rs.6500-10500 (pre-revised) and having 04 years experience in the grade and relevant field. , OR
  - c) Persons working in the pay scale Rs.5500-9000 (Pre-revised) and having 08 years experience in the grade and relevant field.
7. DESIRABLE QUALIFICATIOS : Graduate / Post Graduate from a recognized Univer-sity / Institution.
8. EXPERIENCE / SKILLS :
  - a) Working knowledge of autonomous bodies and Exposure to Central Govt. Rules & Regulations
  - b) Possessing good communication, managerial and leadership skills and organizing meetings and preparation of agenda and minutes
  - c) Possessing good drafting / noting skills in English Conversant with the office procedures in a compu-terised environment.
  - d) Exposure to applicable Statutory laws (Service Tax, TDS, Income Tax,etc) With implementation experience in Tally / ERP.

Note: The incumbent is expected to handle one or more functions independently related to Educational Administration / Examinations / General & Personnel Administration / Establishment Service Matters / Purchase & Stores / Accounts & Finance / Project Management / HR / Legal / Public Relations etc.,

9. AGE LIMIT : Not exceeding 56 years as on 08<sup>th</sup> Oct 2013.

## GENERAL

1. The terms and conditions of appointment will be in accordance with the Department of Personnel & Training's O.M. No. 2/29/91-Estt. (Pay. II) dated 5th January, 1994, as amended from time to time.
2. The candidates who apply for the posts will not be allowed to withdraw their candidature subsequently.
3. Applications received after the closing date or received incomplete in any respect will not be considered.
4. NIELIT Chennai will not be responsible for any delay in postal transit.
5. Application should be submitted in the prescribed format only, which may be down loaded from the website.
6. Canvassing in any form will be a disqualification.
7. No interim enquiry / correspondence whatsoever will be entertained regarding the recruitment.
8. NIELIT Chennai reserves the right to fill or not to fill the post advertised.
9. The Centre will have the right to fix criteria for screening the applications so as to reduce the number of candidate to be called for interview.
10. Mere fulfilling of requirements as laid down in the advertisement does not qualify a candidate for interview.
11. No TA/DA shall be reimbursed to candidates appearing for interview.

In addition to total emoluments in the pay-band, other allowances are admissible as per the rules of NIELIT CHENNAI. Other benefits like CPF, LTC etc., shall also be as applicable to the employees of NIELIT. The interested, eligible candidates may send their applications through proper channel giving details in the format provided in [www.nielitchennai.edu.in](http://www.nielitchennai.edu.in).

Downloaded application duly typed / hand written with a recent passport size photograph and a crossed demand draft of Rs.100/- (for SC/ ST Rs. 50/- only) of a nationalized bank in favour of "NIELIT, Chennai", payable at Chennai. The PH candidates need not to pay any application fee.

The application complete in all respects covering above information super scribing the envelope "*Application for Administrative Officer*" should reach to the **The Director, NIELIT Chennai, ISTE Complex, 25 Gandhi Mandapam Road, Anna University Campus, Chennai – 600 025** latest by **08<sup>th</sup> October 2013**.



# NIELIT CHENNAI

## APPLICATION PROFORMA

Affix your recent passport size photograph

Name of Post	<b>Administrative Officer ( Deputation)</b>
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01	Name of the candidate (In Block Letters)		
		<i>SURNAME/ INITIAL</i>	<i>NAME</i>

02	Father's/Husband's Name	
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03	Sex	MALE		FEMALE	
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04	A . Date of Birth	Year		Month		day	
	B . Age as on 08 <sup>th</sup> Oct 2013	Years		Months		Days	

05	Nationality		By Birth		By Domicile	
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06	Marital Status	Married		Unmarried	
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07	Whether SC/ST/OBC/General	SC		ST		OBC		PH		General	
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08	Address for Comm.													
										PIN				
Tel					Mobile					E. Mail				

### 09. DETAILS OF EDUCATIONAL / PROFESSIONAL QUALIFICATIONS : ( Attach documentary proof)

Sr. No.	Degree	Year of Passing	Name of College & University	Regular / Distance mode / Part time	Main Subject/ Branch	% of Marks	Class/ Division
1.							
2.							
3.							

### 10. Details of Present employment :

i.	Organisation Name	
ii.	Address	
iii.	Designation & Nature of Duties	
iv.	Post , Pay Band & Grade Pay , Total Emoluments	
v.	Period (From)	
vi.	Nature of Post Held	<b>Substantive / Officiating / Ad-hoc</b>

11	Date of retirement (as per your service rules)		
12	Please state clearly whether in the light of entries made by you above, you meet the requirements of the post.	YES	NO
13	Please tick whether working under		
	University	Public Sector Unit	Autonomous Organizations Others.

14. Additional information, if any, which you would like to mention in support of your suitability for the post. (Enclose a separate sheet, if required.)

**15. Details of past experience : (in chronological order)**

*(Indicate break in service, if any along with reason there off)*

Sr. No.	Name & Address of the Employer	Post Held	Period		Pay Scale *& Total Emoluments	Nature of Duties	Reason For Leaving
			From	To			

( If revised , please indicate pre-revised scale also)

Checklist: (to be filled by Candidate)

DD Details: DD Amt..... DD No..... DD. Date..... Bank .....

(DD Amt Rs.100/- for Gen / OBC. Rs.50/- for SC/ST, No Fee for PH)

Whether the Verification / Certificate below is endorsed by the Employer YES / NO.

I have carefully gone through the vacancy circular/advertisement and I am well aware that the Curriculum Vitae duly supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post. I hereby solemnly declare that all the above statements are true and correct to the best of my knowledge and belief.

Date:

(Signature of the candidate)

**VERIFICATION / CERTIFICATE TO BE FURNISHED BY THE EMPLOYER**

*(To be filled in by the Competent Authority where the candidate is presently working)*

It is certified that the information furnished by Shri / Ms. \_\_\_\_\_ who has applied for the post of Administrative Officer in NIELIT Chennai, has been checked as per the service record of the individual and found correct.

Neither any disciplinary proceedings are pending nor a decision has been taken to initiate disciplinary proceedings against Shri / Ms. \_\_\_\_\_

In the event of his / her selection Shri / Ms. \_\_\_\_\_ will be relieved of his / her duties in this Office.

(Signature with Office seal)

Name:  
Designation:  
Contact No.:

Date: \_\_\_\_\_

**Note :** *Incomplete applications or applications not in accordance with the format / particulars will not be entertained.*