



Government of India
Ministry of Electronics and Information Technology
National Informatics Centre
A-Block, CGO Complex, Lodhi Road, New Delhi - 110 003
www.nic.in

National Institute of Electronics and Information Technology (NIELIT) on behalf of NIC invites
Application for the post of Scientist – 'B' and Scientific/Technical Assistant - 'A' in NIC
[Advt No. NIELIT/NIC/2020/1]

HOW TO APPLY

The Application for the post of Scientist – 'B' and Scientific/Technical Assistant - 'A' can be submitted online through the URL <https://www.calicut.nielit.in/nic/>. This is the Recruitment Home Page. *(Applicants can log in at any time of the recruitment process to the portal through this page.)*

Filling and Submission of Application Form can be completed in three steps:

Step 1 – Registration Process

- Registration with Name, Email id & Password

Step 2 – Submission of Applicant's Details

- Updating Personal Details
- Selecting Post, Qualification, Experience Details (if any) and Exam Centre Preference
- Uploading of scanned photograph & signature along with relevant documents (as applicable)

Step 3 – Payment of application fee online (not applicable for Women/ SC/ST/ PWD Applicants)

Applicants are instructed to read the eligibility criteria carefully before proceeding for registration. Applicants can then check the “**check box**” provided at the bottom of the form, to proceed to registration.

Step 1 – Registration Process

The registration process includes – registration with email id and password. Applicants are required to have a valid email id and active mobile phone number. (***The Registered email id and mobile phone number should be preserved till the end of the recruitment process.***)

Registration with Email and password

The applicants should enter Name, Email and Password in this page

Field	Description
Name	The NAME should be exactly as given in degree certificate. The Applicant will not be allowed to edit this field after registration
Email	A Valid Email id to which all communications will be sent. An Applicant can apply only once using this email id.
Password	The password should be of 8-15 characters long, with a minimum of one uppercase letter, one lowercase letter, one numeric and one special character. Applicants are advised to select & remember the password for all future access to this portal.

The Applicant will receive an email stating that he/she has successfully completed the Registration Process (Step 1) along with a Candidate id. Applicants can now login using this Candidate id and the password already set by them and continue with Step 2.

Applicants are advised to note down the generated Candidate id. This number is to be referred in all future communications with regard to this recruitment process.

An already registered (completed Step1) Applicant can log in through the Login link given at the top of the page.

Step 2 – Submission of Applicant's Details

On completion of Step 1, the Applicant can login using the Candidate id assigned to him/her via email.

If the Applicant wishes to proceed further at a later time, he/she can logout and then log in at any time through the **Login** link provided at the top of the Registration Page at <https://www.calicut.nielit.in/nic/> (but not later than closing date and time)

After logging in, the Applicant can

a) Edit the application

- Personal Details
- Post Selection, Qualification & Experience Details , Exam Centre Preference
- Photo, Signature & Documents Upload

b) View the application details already filled

Once the Applicant completes entry of one page/section he/she can save the data and proceed to the next page. The applicant can also logout and login again to continue with the application form filling process at later time. He/she can use 'forgot password' link if needed.

Field wise data entry instruction for application submission is listed below:

Note: Fields with * indicates they are mandatory fields

Personal details	
Field	Description
Name	Name (as entered during registration) will be automatically displayed in the field. Applicants are not allowed to edit this field.
Date of Birth*	Age is to be selected from the calendar displayed. For category wise age limits, refer section 2.2 of detailed advertisement.
Address for Communication*	Address for communication is to be entered here. Once submitted change of address will

	not be permitted.
State*	State to which the Applicant belongs to.
Pin Code*	6 digit pin code to be entered
Mobile Phone*	10 digit mobile phone number. The Applicant must register his/her active mobile phone number on which the communication regarding this recruitment process will be sent to the applicant. Registered mobile phone number should be preserved till the end of the recruitment process.
Verify Mobile Phone*	Click on Verify button to get a 6 digit OTP. Enter the OTP received on this mobile phone number for validation. Applicants can submit the application only after validation of the mobile phone number.
Alternate Phone number (if any)	Any other alternate mobile phone number (10 digit) can be entered. Please note that OTP will not be sent to this mobile phone number
Category*	(General/SC/ST/OBC(Non Creamy Layer)/EWS). For all category other than General, relevant certificate to be uploaded as mentioned in document upload
Gender*	(Male / Female / Transgender). Select from the combo box.
Differently abled Person	(Yes/No). If Yes, certificate indicating type and percentage of disability to be uploaded as mentioned in document upload.
Whether Serving in	(Yes/No). If Yes, certificate indicating

Government organizations in the post which are in the same line or allied cadres	experience and NOC from the organization to be uploaded as mentioned in document upload.
Whether Ex-Service Men with 3 years' experience	(Yes/No). If Yes, experience in years to be entered and relevant certificate to be uploaded as mentioned in document upload.
Nationality*	5 Options. For details, refer section 7.1 of detailed advertisement. Certificate to be uploaded as mentioned in document upload for all options except 'Citizen of India'
Father's Name *	Full Name of Father
Mother's Name *	Full Name of Mother

Post Selection, Qualification, Exam Centre Preference

Note: Applicants applying for both the posts need to enter qualification details for both the posts after selecting the check box for Scientist – 'B' and Scientific/Technical Assistant – 'A'.

Field	Description
Post *	Scientific/Technical Assistant, Scientist-B or Both
Essential Qualification acquired *	Select from the list given. Only the courses mentioned are eligible to apply. Please refer the instructions for more details.
Name of Branch*	Applicant with any or combination of the branches mentioned in the combo box are only eligible to apply.
Name and address of the University from where the	(maximum 25 characters)

essential qualification is acquired *	
Marks (in percentage) for Essential Qualification*	Percentage of marks obtained in the University to be entered. In case of applicants having CGPA, the same has to be converted into percentage and entered.
Year of passing *	Year of passing graduation to be entered.

Other Qualifications

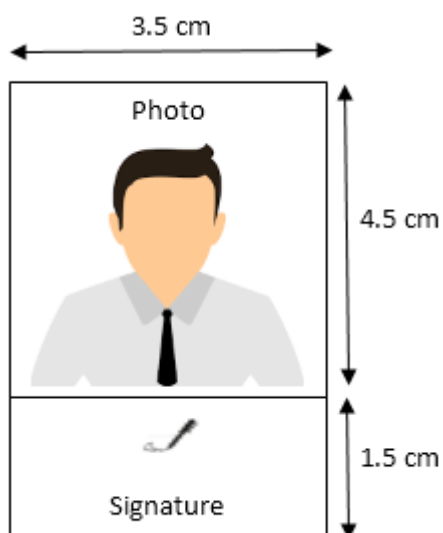
Additional Qualifications (if any)	Additional qualifications, if any obtained by the Applicant need to be entered. (Maximum 25 characters)
Experience (if any)	Details of working experience, if any, need to be entered. (Maximum 25 characters)

Exam Centre Preference [Applicant need to select three different preferences as exam Centre from the list provided.]

First Preference *	Select from the list given
Second Preference *	Select from the list given
Third Preference *	Select from the list given

Documents Upload
1. Photo & Signature Upload
Applicant has to upload his/her scanned passport size photograph along with Signature and relevant documents to complete Step 2 of submission of Application Form. <i>Each Applicant shall 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 signature with</i>

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 as a single JPG file of size not more than 50 KB and upload it. The photo and signature will be displayed in the space provided. Sample image is given below.



2. Document Upload

Applicants should upload all the documents as a single PDF file (not exceeding 3 MB)

Applicants are instructed to upload only the relevant documents in the following sequence

- i. Certificate of Date of Birth (issued by Panchayat, Municipality, etc. or Matriculation/High School/SSC certificate)*
- ii. Certificates of Educational Qualification which makes him/her eligible for applying for the post*
- iii. Photo id proof*
- iv. Category Certificate (SC/ST/OBC /EWS), if applicable
- v. PWD Certificate, if applicable
- vi. NOC (applicable for Govt. employees only)
- vii. Certificate of Nationality/Nativity (applicable if not an Indian Citizen)
- viii. Certificate of Higher Educational Qualification, if any
- ix. Experience Certificate (Mandatory for Ex-service men/Govt. Employees

and if any, for others)

The first three documents are mandatory for all Applicants and the remaining as applicable. Applicants are advised to use the specific formats given in Annexure B.

Click on save button to save and go back to Home page. Applicants are advised to view and verify the data entered before final submission of the application.

Click on Preview and Submit button to complete Step 2. On successful completion of data entry and submission, the Home page status now shows **“Application Submission Completed Successfully, Payment Pending”** or **“Application Submission Completed Successfully, Payment not required for female/SC/ST/PWD Applicants”**.

In the case of **female/SC/ST/PWD Applicants**, their application submission is completed.

Other applicants can now proceed to the next step.

Step 3 – Payment of Application Fee online

Applicants can now make payment through the online payment options available.

Once the payment of application fees is successfully made by the Applicant, a message of successful transaction is shown along with the payment details. The Applicants can note down/print the transaction details of the payment made, for future reference.

Applicants can any time login and view the Application Details entered along with status of his/her application. Applicant should ensure that the application status is **“Application Submission Completed Successfully, Payment completed”**, otherwise application will be treated *as incomplete and rejected*.

Applicant can print application by clicking on Print button available on the view information page.