

NIELIT
Delhi Centre

**INSTRUCTIONS FOR DOCUMENT VERIFICATION AND INTERVIEW FOR THE
POSITION OF EXECUTIVE ASSISTANT (ON CONTRACT BASIS)**

(Adv. No. 01/15/2019/NDL/AS)

- a. Candidates who have been shortlisted for the position of **EXECUTIVE ASSISTANT** (on the basis of written test conducted on 17/02/2019) will report to NIELIT Delhi on **25/03/2019** (Monday) for Documentation Verification and Interview as per schedule on following address:

NIELIT Delhi
2nd Floor, Parsvnath Metro Mall
Inderlok Metro Station
Inderlok, Delhi-110052

- b. Schedule for Document Verification and Interview for Executive Assistant is given below:

Post Name	Date of Document and Verification Interview	Reporting Time for Document Verification and Interview
Executive Assistant	25.03.2019 (Monday)	10:00 AM

All the shortlisted candidates must appear for Document Verification and Interview as per the above mentioned date and time only. Those reaching late shall not be entertained.

- c. Candidates will have to bring ALL original mark sheets, degrees, testimonials, DOB certificates, experience certificates as per eligibility criteria and their self **ATTESTED** photocopies along with Aadhaar card/any Govt. issued Photo-ID and one passport size photo on the day of document verification.
- d. No TA/DA will be provided to candidates for appearing for Document Verification and Interview.
- e. The applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for **any update.**