

**National Institute of Electronics and Information Technology, Delhi Centre  
Institutional area, 16/1-2, Pankha Road, Near Sagarpur Police Station,  
D Block, Janakpuri, New Delhi 110058**

**08/08/2025**

**Eligibility Criteria against the Advertisement vide no. 07/327/2025/NDL/FM for empanelment of Office Assistant to be deployed in specific Govt. Department in Delhi/NCR on contract basis**

<b>Sl. no.</b>	<b>Name of the post</b>	<b>Duration</b>	<b>Consolidated remuneration (p.m.) (in Rs.)</b>	<b>No. of post</b>	<b>Essential educational qualification**</b>	<b>Experience (Post Qualification Experience in relevant field) as on 13-08-2025</b>
1	Office Assistant	For a period of 1 year	Rs.25,000/-	01	a) Graduate in any stream  Desirable: a) CCC/O Level qualified b) Knowledge of MS Office Suite	1+ years

**\*\* The qualification of candidates must be from Govt. University or Govt. recognized University/ Institutions.**