

Dated:08-08-2025

Schedule

Date	Position	Schedule	
		Registration*	9:30AM – 12:00 PM
14-08-2025 (Thursday)	1. Office Assistant	Interaction Time	10.00 AM onwards

*The registration for walk-in-interview will be closed at 12:00PM.

Venue:

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

Candidates are requested to ensure their presence as per above schedule and must bring along following documents (**original and one self attested copy**):-

- Application form in given format duly filled.
- CV(Bio-Data) having details of qualifications (with percentage), skill, experience, job profile and projects.
- All documents related to qualification and experience certificate(including degree and the Experience letter from the current place of working)
- Last three month Payslip or Bank Statement of last three months showing salary credited.
- One latest color passport size photograph
- Valid Govt. issued photo ID i.e Aadhar card, PAN card, Passport, Voter ID e.t.c.

Note: Only those candidates who deposit requisite registration fee of Rs. 750/-, clear document verification and interview will be empanelled.

In case of any query, candidate may write to empanelment.help@gmail.com or may contact at 8860851441(Call Time: 9.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M on working days).