

**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**

**Date: 23/05/2025**

**Eligibility Criteria against the Advertisement vide no. 07/319/2025/NDL/FM for empanelment of Resource Person (Private Secretary) to be deployed in NIELIT Delhi Centre on contract basis**

| <b>S. No.</b> | <b>Name of the post</b>             | <b>Essential Qualification **</b>  | <b>Consolidated Monthly Salary (Rs.)</b> | <b>Experience (Post Qualification Experience in relevant field) as on previous date of Walk-in)</b> | <b>Work profile</b>   |
|---------------|-------------------------------------|--|--|---|---|
| 1             | Resource Person (Private Secretary) | i) Graduate in any discipline<br>ii) Knowledge of working in MS Word, Excel, Access, Power Point, Google spreadsheets and Google forms.<br>iii) Good communication & coordination skills with demonstrable experience<br><br>Age limit: 35 years | Rs. 30,000 - 35,000/- p.m.               | Minimum 3 years of post qualification experience  | To provide secretarial assistance to the Executive Director |

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