

**National Institute of Electronics and Information Technology
Delhi Centre**

Date: 23/05/2025

Empanelment of Resource Person (Private Secretary) (Advertisement vide no. 07/319/2025/NDL/FM) to be deployed on contract basis

Terms & Conditions:

1. The qualification of candidates must be from Govt. University or Govt. recognized University/ Institutions.
2. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
3. Name of the Applicant in application form must be same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to X, the evidence to that effect should be furnished at the time of interaction.
4. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility. He same is available at **<http://nielit.gov.in/delhi>**
5. Applicants must bring all the original documents, self-Attested photocopies of Marksheets/degrees/testimonials/post qualification experience certificates (including the Experience letter of the current place of working), Valid photo ID on the day of the Document Verification for verification purpose otherwise they will not be allowed to appear in the interaction and/or test. The cutoff date for calculating age, qualifications, experience etc. will be the last date of submission of the form i.e. 05-06-2025. *In case, last date is extended, the date of determining eligibility will not change.*
6. Applicants are required to submit the Google registration form (<https://forms.gle/QmBfnAGEYfbwHgdB9>) from 23-05-2025 to 05-06-2025. No other mode of application will be accepted in any case. Successful submission of Google registration form will be considered only after payment of prescribed fees. NIELIT shall not be responsible for any broken transaction during online payment process.
7. Date of Interview/interaction and/or test and Document verification will be informed after last date of submission of Google form. **Interview/interaction and/or test and Document verification will be conducted at NIELIT Centre Janakpuri, Delhi for Delhi location.**
8. NIELIT will also create a panel for contractual deployment and the candidates will be selected for deployment on contract from the panel as and when required. The selected candidates from the panel will be deployed initially for the period of one year (which may be further extended based on requirements/performance of the candidate). NIELIT does not guarantee to deploy all shortlisted candidates from panel.
9. Empanelment means the shortlisted candidates will be in the panel of NIELIT for one year. They may be deployed in specific Govt. department/ NIELIT as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department nor provide any right to candidate to claim for deployment.
10. Only those candidates who deposit requisite registration fee of Rs. 550/-, clear document verification and successful interaction and/or test will be empanelled.
11. Non-refundable Registration Fee of Rs. 550/- per position to be deposited through Net Banking/IMPS at the time of filling the Google form. The Candidates may deposit registration fee in the account of NIELIT, Delhi in the given Bank account:-



9821657235m@pnb
MERCHANT: DOEACC CENTRE

Name of the office	National Institute of Electronics and Information Technology, New Delhi
Bank account number	0176002100250666
Bank name	Punjab National Bank
Bank IFSC code	PUNB0417200
Bank account type	Current account
MICR code	110024223

Fee through any other mode like DD, Pay order, Cheque, Challan etc. will not be accepted.

12. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.
13. NIELIT Delhi Centre has the right to accept or reject the application without assigning any reason thereof.
14. No TA/DA will be provided to candidates for appearing for the interaction and/or test /Document verification etc.
15. Applicants are advised to visit the website of NIELIT Delhi centre <https://nielit.gov.in/delhi/recruitments> for schedule of Document verification/written test/interaction or any updates.
16. In case of any query, candidate may write to empanelment.help@gmail.com or may contact at 8860851441 (Mon to Friday between 9:00 AM to 5:30 PM).
17. No separate communication shall be made in any other form.
18. Registration Fee deposited by the applicants will not be refunded in any circumstances.
19. In case of any disputes, Legal jurisdiction will be Delhi only.
20. The candidates selected /empaneled through this advertisement will purely be based on the requirement of client organization & the candidates so selected / empaneled will not hold any right for any sort of appointment in NIELIT i.e. contractual or regular. Upon selection, an undertaking to this effect needs to be furnished by the candidate before being placed at client organization/NIELIT.