

Dated: 27-06-2025

Schedule for Interview and document verification for empanelment for position of Resource Person purely on contract basis (advt. no. 07/319/2025/NDL/FM).

Date	Position	Schedule	
09-07-2025 (Wednesday)	1. Resource Person (Private Secretary)	Reporting Time *	9:30AM – 12:00 PM
		Interview Time	10.00AM onwards

***The reporting for 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: -

- Application form in given format duly filled.
- CV(Bio-Data) having details of qualifications (with percentage), skill, experience, job profile and projects.
- Original and one self-attested copy** of all the documents related to date of birth certificate, qualification and experience certificate (Marksheets/degrees/testimonials/post qualification and experience certificates)
- 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 etc.

Note: Only those candidates who have successfully submitted the application form along with the requisite registration fee of Rs. 550/-, clear Interview and document verification 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).