

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

- a) Candidates who have applied for empanelment of Resource Person (Private Secretary) shall be allowed to appear for Interview and document verification on 27th June 2025 along with the documents at National Institute of Electronics and Information Technology, Institutional Area, 16/1-2, Pankha Road, Near Sagarpur Police Station, D Block, Janakpuri New Delhi 110058 as mentioned in the schedule.
- b) **All candidates must appear for Interview and document verification at given date and time only. Those reaching late shall not be entertained.**
- c) The merit list will be prepared based on the marks obtained in the personal interview.
- d) 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.
- e) **Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, caste certificate (if applicable), experience certificate and self ATTESTED photocopies of each document along with Aadhaar card (any Govt. approved photo id) and one passport size photo on the day of document verification.**
- f) **The shortlisted candidates will be empanelled and deployed on projects on contract basis. NIELIT does not guarantee to deploy all shortlisted candidates from panel.**
- g) The selection for empanelment does not provide any right to candidate to claim for deployment. Candidates may be called only as per requirement.
- h) The candidates selected / empanelled will purely be based on the requirement of client organization & the candidates so selected / empanelled will not hold any right for any sort of appointment in NIELIT i.e. contractual or regular.
- i) No TA/DA will be provided to candidates.
- j) The candidates are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for schedule, venue or any updates.