Dated:11-02-2026

Schedule for document verification for empanelment for the position of Personal Assistant (P.A)/Stenographer purely on contract basis (advt. no. 07/338/2026/NDL/FM).

Date	Position	Schedule	
16-02-2026 (Monday)	Personal Assistant (P.A)/Stenographer	**Reporting Time ****	9:30AM – 12:00 PM

** Late arrival of applicants will not be permitted

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**):-

  i.   Application form in given format duly filled
  ii. CV(Bio-Data) having details of qualifications (with percentage), skill, experience, job profile and projects.
  iii. **Original and one self-attested copy** of all documents related to qualification and experience certificate (including degree and the Experience letter from the current place of working)
  iv. One latest color passport size photograph
  v.   Valid Govt. issued photo ID i.e Aadhar card, PAN card, Passport,Voter ID e.t.c.

Note: Only those candidates who have deposited requisite registration fee of Rs. 750/- from 28/01/2026 to 10/02/2026 will be allowed to appear in document verification.

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).