

**Instruction for Document Verification for position of Personal Assistant (P.A)/Stenographer purely on contract basis (advt. no. 07/338/2026/NDL/FM ).**

- a) Candidates who have applied for empanelment of Personal Assistant (P.A)/Stenographer shall be allowed to appear for Document Verification on 16<sup>th</sup> February 2026 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 document verification at given date and time only. Those reaching late shall not be entertained.**
- c) **Only those candidates, who have paid the application fee of Rs. 750/- during registration and clear Document verification will be called for skill test and interaction.**
- d) Skill Test and Interaction will be conducted later on only for those candidates whose document verification has been completed on 16/02/2026.
- e) **Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, caste certificate (if applicable), experience certificate, if any 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) **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 for appearing in document verification.
- j) The candidates are advised to visit the website of NIELIT Delhi centre <https://www.nielit.gov.in/delhi/recruitments> for schedule, venue or any updates.