

Dated:24-02-2026

This is in reference to the document verification conducted on 16-02-2026 for the post of Personal Assistant (P.A.)/Stenographer on a purely contractual basis (Advt. No. 07/338/2026/NDL/FM). Applicants who were unable to attend the document verification on 16-02-2026 may appear as per the following schedule:

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	
27-02-2026 (Friday)	Personal Assistant (P.A)/Stenographer	Reporting Time **	9:30 AM – 11:00 AM

\*\* 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**):-

- 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 documents related to qualification and experience certificate (including degree and the Experience letter from the current place of working)
- One latest color passport size photograph
- 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).