INSTRUCTION TO CANDIDATE FOR TYPING TEST & DOCUMENT VERIFICATION FOR EMPANELMENT OF DATA ENTRY OPERATOR AGAINST Adv.No:07/108/2018/NDL/FM

a. Candidates, who have applied for empanelment of DEOs, will report to NIELIT Delhi as per schedule on following address:

> NIELIT Delhi
> 2nd Floor, Parsvnath Metro Mall
> Inderlok Metro Station
> Inderlok, Delhi-110052

b. Schedule for Typing Test and Document verification for DEOs is available on NIELIT Delhi website. ***All candidates must appear for document verification/typing test in given time slot only. Those reaching late shall not be entertained. Reporting time for different slot for typing test and document verification is given below:***

Reporting time for typing Test	Time slot for typing test	Reporting time for document verification	Time slot for document verification
09:00 AM	09:15 AM- 10:15 AM	10:30 AM	10:30 AM- 11:30 AM
10:30 AM	10:45 AM-11:45 AM	12:00 PM	12:00 PM-01:00 PM
12:00 PM	12:15 PM-01:15 PM	01:30 PM	01:30 PM-02:30 PM
01:30 PM	01:45 PM-02:45 PM	03:00 PM	03:00 PM-04:00 PM
03:00 PM	03:15 PM-04:15 PM	04:30 PM	04:30 PM-05:30 PM

c. **Only those candidates, who will have qualified Typing Test, will stay for document verification. Others may leave the venue.**

a. Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, as per eligibility criteria and their self **ATTESTED** photocopies along with Adhar card/ any govt. approved photo-id and one passport size photo on the day of Typing Test/ document verification.

b. The shortlisted candidates will be empanelled for deployment on projects in various Govt. Depts. by NIELIT Delhi centre, on contract basis, initially for the period of six months (which may be further extended based on requirements/performance of the candidate) or upto their contract period with the client. **NIELIT does not guarantee to deploy all shortlisted candidates from panel.**

c. Validity of empanelment will be three years w.e.f. the date of declaration of result.

d. No TA/DA will be provided to candidates for appearing in typing test/ document verification.

e. The applicants are advised to visit the website of NIELIT Delhi centre http://nielit.gov.in/delhi for schedule, venue or any update.