

**National Institute of Electronics and Information Technology**  
**Delhi Centre**



**2<sup>nd</sup> Floor, Parsvnath Metro Mall,  
 Inderlok Metro Station, Inderlok, Delhi-110052**

**Walk-in for Empanelment of Data Entry Operator purely on Contract Basis (Advt. no.07/283/2022/NDL/FM).**

**Terms & Conditions:**

1. NIELIT will create a panel for contractual deployment. Data Entry Operator will be selected for deployment on contract from the panel as and when required. The selected resource person from the panel will be deployed initially for the period of six months (which may be further extended based on requirements/performance of the candidate) or upto NIELIT's contract period with the client whichever is earlier. **NIELIT does not guarantee to deploy all shortlisted candidates from panel.**
2. Applicants are required to go through the Eligibility criteria carefully and ascertain themselves regarding their eligibility before visiting.
3. The typing test and document verification will be held on the same date. Applicants must bring all the **original documents, self-Attested photocopies** of Marksheets/degrees/testimonials/post qualification experience certificates (including the Experience letter of the current place of working), Valid photo ID on the day of the typing test, otherwise they will not be allowed to appear in the typing test. Cut-off date for calculating experience will be **30-06-2022**.
4. **Only those candidates, who clear the typing test will appear for Document Verification on the same day. Only those candidates who clear both typing test and document verification will be empanelled.**
5. Applicants are required to submit the filled registration form along with the documents on the day of typing test and document verification between 9:00 AM to 10:00 AM at National Institute of Electronics and Information Technology, 2<sup>nd</sup> Floor, Parsvnath Metro Mall, Near Inderlok Metro Station, New Delhi, Delhi-110052. After registration, the candidates may appear for the typing test.
6. The qualification of candidates must be from Govt. University or Govt. recognized University/ Institutions.
7. Applicants with last semester result awaited or incomplete degrees are not eligible to apply.
8. Name of the Applicant in application form must be same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to X, the evidence to that effect should be furnished at the time of typing test.
9. **No Application Fee will be charged for the walk in for typing test and document verification.**
10. Empanelment means the shortlisted candidates will be in the panel of NIELIT for three years. They may be deployed in specific Govt. department/ NIELIT as per department requirements purely on contract basis. Mere empanelment does not ensure deployment in any department. The deployment of the empanelled candidate in any department is subject to his/her suitability during the formal interaction which may be conducted by user department.
11. Canvassing/trying to influence NIELIT employees to secure the job in any manner shall disqualify the candidate.

12. NIELIT Delhi Centre has the right to accept or reject the application without assigning any reason thereof.
13. No TA/DA will be provided to candidates for appearing for the typing test and document verification.
14. Candidates have to follow instructions, guidelines and relevant orders of Government of India pertaining to COVID-19 pandemic.
15. This advertisement is for creation of a panel. The selection for empanelment does not provide any right to candidate to claim for deployment. Candidates may be called only as per requirement of NIELIT Delhi Centre.
16. Applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for any updates. No separate communication shall be made in any other form.