INSTRUCTIONS TO CANDIDATES FOR WRITTEN TEST FOR THE POSITION OF
OFFICE ATTENDANT ON CONTRACT BASIS
AGAINST Adv. No. 01/15/2019/NDL/AS

a. Candidates who have applied for the position of Office Attendant 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 Written Test for Office Attendant is available on NIELIT Delhi website. **All candidates must appear for written test in given time only. Those reaching late shall not be entertained. Reporting time for the written test is given below:**

<table>
<thead>
<tr>
<th>Post Name</th>
<th>Date of Written Test</th>
<th>Candidates Application Number</th>
<th>Reporting time for Written Test</th>
<th>Time for Written Test</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Attendant</td>
<td>15.03.2019 (Friday)</td>
<td>1008104 – 1008685</td>
<td>04.00 PM</td>
<td>04.30 PM to 05.30 PM</td>
</tr>
</tbody>
</table>

c. **Only those candidates, who are shortlisted on the basis of Written Test will be called for document verification and a test on reading/writing ability. Shortlisted candidates shall be informed for Document Verification/test through NIELIT Website/sms/e-mail.** Candidates will have to bring ALL original mark sheets, degrees, testimonials, DOB certificates, as per eligibility criteria and their self **ATTested** photocopys along with Adhaar card/ any Govt. approved Photo-ID and one passport size photo on the day of document verification.

d. Candidates must bring any of their Govt. approved photo-id card and one passport size photo on the day of Written Test (alongwith a self attested photocopy). No candidate shall be allowed to appear for the test without original Photo I-card.

e. No TA/DA will be provided to candidates for appearing in Written Test.

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