

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

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

| Post Name | Date of Written Test | Candidates Application Number | Reporting time for Written Test | Time slot for Written Test |
|---------------------|------------------------|-------------------------------|---------------------------------|----------------------------|
| Executive Assistant | 17.02.2019 (Sunday) | 1008095 – 1008399 | 09:30 AM | 10.00 AM to 11.00 AM |
| | | 1008400 – 1008682 | 12:00 PM | 12.30 PM to 01.30 PM |

- c. **Only those candidates, who are shortlisted on the basis of Written Test will be called for document verification and interview. Shortlisted candidates shall be informed for Document Verification/Interview 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** photocopies along with Aadhaar card/any Govt. issued Photo-ID and one passport size photo on the day of document verification.
- d. Candidates must bring any of their Govt. issued 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.
- a. The applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for **schedule, venue or any update.**