

**NIELIT CHANDIGARH**  
**Birla Farms, Bada Phull, Rupnagar(Ropar), Punjab-140001**

Dated : Mar. 11, 2021

**Instructions for the candidates regarding the Typing Test against 60 contractual posts of Data Entry Operator (DEO) to be deployed with a client department in Punjab, against advertisement No. FMG-02/02-2021 published in the “The Tribune” (English, Chandigarh & Bathinda Editions) and “Ajit” (Punjabi, Jalandhar Edition) newspapers dated 25/02/2021**

1. Candidates whose name appears in the list of candidates ( displayed on the website of this Centre) from whom online payment has been successfully received are required to bring and submit the following documents on the day of appearing in the computer based Typing Test :
  - a) A copy of the downloaded Online Application Form with a recent coloured passport size photograph affixed on it.  
In case the candidate was not able to download Online Application Form, a hand filled copy of the Application Form may be submitted. Blank Application Form can be downloaded from the website of this Centre.
  - b) Proof of payment of the Application Fee containing transaction number and date.
  - c) Caste certificate (SC/ST), if applicable.
  - d) Category certificate(PWD), if applicable.
  - e) Matriculation/10<sup>th</sup> Class certificate showing Date of Birth.
  - f) Degree certificate as per essential qualification required for this post.
  - g) Degree certificate of higher educational qualification, if any.
  - h) Self-Attested copy of PAN Card.
  - i) Self-Attested copy of Aadhaar Card.
  - j) Attested copy of first page of bank passbook where the name, address and bank particulars including IFSC code are printed.
2. Candidate must wear the mask before entering the premises of NIELIT Chandigarh as entry to premises without mask is not allowed.
3. The Computer based Typing Test in English, of 10 minutes duration will be held as per the schedule displayed separately on the website of this Centre.
4. **The candidate shall be allowed to enter the NIELIT Campus only half an hour before the scheduled reporting time. They will not be allowed to enter the campus before that keeping under consideration the current COVID-19 situation.**

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