

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

Dated : Sep. 25, 2020

Instructions/Guidelines for the candidates regarding the Typing Test against 40 contractual posts of Data Entry Operator (DEO), advertisement No. FMG-06/09-2020 published in the “The Tribune” (English, Chandigarh Edition) and “Ajit” (Punjabi, Chandigarh Edition) newspapers dated 10/09/2020

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.
 - c) Caste certificate (SC/ST), if applicable.
 - d) Category certificate(PWD), if applicable.
 - e) Matriculation/10th Class certificate showing Date of Birth.
 - f) Class 12 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 his/her name, address and bank particulars including IFSC code are printed.
2. 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.
3. **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.**

