

**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:**

Post Name	Date of Written Test	Candidates Application Number	Reporting time for Written Test	Time for Written Test
Office Attendant	15.03.2019 (Friday)	1008104 – 1008685	04.00 PM	04.30 PM to 05.30 PM

- 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** photocopies 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> for schedule, venue or any update.