

Dated: 04-02-2025

**Schedule for Interaction and document verification for empanelment for position of Data Entry Operator purely on contract basis (advt. no. 07/315/2025/NDL/FM).**

Date	Position	Schedule	
11-02-2025 (Tuesday)	Data Entry Operator	<b>Reporting time *</b>	9:30 AM – 11:00 AM
		<b>Typing test and personal interaction</b>	10.00 AM onwards

**\* Late arrivals will not be permitted.**

**Venue:** National Institute of Electronics and Information Technology  
 Institutional Area, 16/1-2, Pankha Road,  
 Near Sagarpur Police Station,  
 D Block, Janakpuri New Delhi 110058.

Candidates are requested to ensure their presence as per above schedule and must bring along following documents: -

- i) Application form in given format duly filled.
- ii) CV (Bio- Data) having details of qualifications (with percentage), skill, experience, job profile and projects.
- iii) **Original and one self-attested copy** of all the documents related to date of birth certificate, qualification and experience certificate (if any) (Marksheets/degrees/testimonials/post qualification and experience certificates (if any))
- iv) One latest color passport size photograph
- v) Valid Govt. issued photo ID i.e., Aadhar card, PAN card, Passport, Voter ID etc.

**Note: Only those candidates who deposit requisite registration fee of Rs. 550/-, typing test and/or personal interaction and document verification will be empanelled.**

In case of any query, candidate may write to [empanelment.help@gmail.com](mailto:empanelment.help@gmail.com) or may contact at 8860851441 (Call Time: 9.30 A.M to 1.00 P.M & 1.30 P.M to 5.30 P.M on working days).