

INSTRUCTION SHEET

OnLine Registration Details:

Applicants are required to register online from 24.11.2014 to 09.12.2014 through the website <http://delhi.nielit.gov.in> (under Recruitment section) between 9:00 AM to 7:30 PM.

An Application fee of Rs. 600/- may be deposited online through the website. Candidates desirous of applying for both DEO GR-I and DEO GR-II shall submit separate applications. However, the test shall be common for both the posts.

The Online Aptitude Test will be held on 20.12.2014.

The Venue and time of Online Aptitude test will be mentioned on the Admit card.

Syllabus for the Online Aptitude test:

Computer Fundamentals & Internet : approx. 15%
MS-Word : approx. 40%
MS-Excel : approx. 30%
MS-Powerpoint : approx. 15%

The Online Aptitude Test will be objective type only. Its duration would be 60 mins. The passing marks in the Online aptitude test will be 40%.

Typing Test, Interview Details & Scrutiny of documents:

The Typing test (English), Interview and Scrutiny of documents will be held either on 20.12.14 or 21.12.14 depending upon the no. of candidates.

Only those candidates who are shortlisted after the Typing test (i.e who score a minimum typing speed of 30 wpm) will be allowed to appear for the interview.

General Instructions:

- (a) The applicants are required to go through the Eligibility criteria attachment carefully and ascertain themselves regarding their eligibility before applying.
- (b) **Application Fee once paid is non-refundable and non-transferable.**
- (c) The particulars furnished by the applicant in the application form will be taken as final.
- (d) No TA/DA will be provided to candidates for appearing for the interview.
- (f) The basic qualification of the candidates must be from recognized University/Institution.
- (g) Candidates with last semester result awaited **or** incomplete degrees are not eligible to apply.
- (h) Candidates must bring **ALL** original marksheets/degrees/testimonials/experience certificates/ Experience Proof documents(including the Experience Proof of the current place of working) and their **ATTESTED** photocopies on the day of the Typing test for verification purpose **otherwise** they will not be allowed to appear in the interview.
- (i) The name of the candidate in the application form must be the same as mentioned in the certificate of class X. In case the candidate has changed his name subsequent to class X, the evidence to that effect should be furnished at the time of interview.