

**National Institute of Electronics and Information Technology
Delhi Centre**



**2nd Floor, Parsvnath Metro Mall,
Inderlok Metro Station, Inderlok, Delhi-110052**

Instructions for Demo Lecture for Empanelment of Trainer (IT)
(Advt. no. 04/70/2020/01-2022/NDL/Training)

1. Candidates who have been shortlisted for Demo lecture for empanelment of Trainer (IT) will report to NIELIT Delhi as per schedule on following address:

***NIELIT Delhi
2nd Floor, Parsvnath Metro Mall
Inderlok Metro Station
Inderlok, Delhi-110052***

2. Schedule of Demo Lecture

Date	Position	Schedule	
12 th April 2022 (Tuesday)	Trainer (IT)	Document Verification	9:00 AM – 12:00 PM
		Demo Lecture	10.00 AM onwards

3. Applicants must bring ALL original Marksheets/degrees/testimonials/post qualification experience certificates (including the Experience letter of the current place of working), Valid photo ID and their self-ATTESTED photocopies on the day of the Demo Lecture for verification purpose, otherwise they will not be allowed to appear in the Demo Lecture.
4. The candidate would present a demo lecture of 10 minutes on topics of “Mail Merge” OR “Sorting & Filtering data in Excel”
5. No TA/DA will be provided to candidates for appearing for the Demo Lecture.
6. Candidates selected after demo test will be empaneled as Trainer IT to work as Faculty.
7. Candidate will be deputed as Trainer IT in Various Locations across Delhi/NCR.
8. Candidate will be selected for a period of 3 months from date of Joining, and further period may be extended upon extension of the project on which candidate is deputed.
9. Candidate interested in working as a Faculty only may attend the Demo Lecture.
10. NIELIT Delhi Centre has the right to accept or reject the application without assigning any reason thereof.
11. Applicants are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for any updates.
12. Candidates have to follow instructions, guidelines and relevant orders of Government of India pertaining to COVID-19 pandemic.

In case of any query, candidate may contact at 8447795337 on any working day (9:00 AM to 5:30 PM).