

**INSTRUCTION FOR TYPING TEST AND DOCUMENT VERIFICATION FOR EMPANELMENT OF DATA ENTRY OPERATORS AGAINST (Adv. No. 07/270/2021/NDL/FM)**

- a. Candidates who have applied for empanelment of Data Entry Operators will report to NIELIT Delhi as per schedule on following address:

NIELIT Delhi  
2<sup>nd</sup> Floor, Parsvnath Metro  
Mall Inderlok Metro Station  
Inderlok, Delhi-110052

- b. Schedule of typing test and document verification for data Entry Operators is available on NIELIT Delhi website at <http://nielit.gov.in/delhi>. **All candidates must appear for Typing Test and document verification at given date and time only. Those reaching late shall not be entertained. Duration of Typing Test will be 10 minutes.**
- c. **Candidates, who will qualify Typing Test (having net speed 35 wpm or above), will stay for document verification. Others may leave the venue. Typing Test and document verification will be held on the same day.**
- d. **Candidates must bring ALL original mark sheets, degrees, testimonials, DOB certificates, caste certificate (if applicable), experience certificate and self ATTESTED photocopies of each document along with Adhaar card** (any Govt. approved photo id) and one passportsize photo on the day of document verification.
- e. The shortlisted candidates will be empanelled and deployed on projects in various Govt. Depts. on contract basis. **NIELIT does not guarantee to deploy all shortlisted candidates from panel.**
- f. Validity of empanelment will be three years w.e.f. the date of declaration of result.
- g. No TA/DA will be provided to candidates for appearing in Typing Test /document verification.
- h. The candidates are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for **schedule, venue or any updates.**
- i. Candidates have to follow Instructions, Guidelines and relevant orders of Government of India pertaining to COVID-19 pandemic.
- j. Candidates need to maintain social distancing (at least 6 feet) from each other at all the time.
- k. Candidates should sanitize hands by washing with soap/ hand sanitizer before entry to centre.
- l. Candidates are instructed to wear the mask all the time.