

**INSTRUCTION FOR DOCUMENT VERIFICATION AND INTERVIEW FOR EMPANELMENT OF  
IT RESOURCE PERSONS AGAINST (Adv.No.07/302/2023/NDL/FM)**

- a. Candidates who have applied for empanelment of Sr. Consultant-M (Data Center Expert) will report as per schedule on following address:

Ministry of External Affairs,  
PSP Division, Program Management Unit,  
Patiala House Annex,  
Tilak Marg, New Delhi-110001.
- b. Schedule of document verification and interview for Sr. Consultant-M (Data Center Expert) is available on NIELIT Delhi website at <http://nielit.gov.in/delhi>. **All candidates must appear for document verification and interview at given date and time only. Those reaching late shall not be entertained.**
- c. **Only those candidates, who clear document verification, will stay for Interview. Others may leave the venue. Interview 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 alongwith Adhaar card** (any Govt. approved photo id) and one passport size 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. The selection for empanelment does not provide any right to candidate to claim for deployment. Candidates may be called only as per requirement of NIELIT Delhi.
- g. The candidates selected / empanelled will purely be based on the requirement of client organization & the candidates so selected / empanelled will not hold any right for any sort of appointment in NIELIT i.e. contractual or regular. Upon selection, an undertaking to this effect need to be furnish by the candidate before being placed at client organization.
- h. Validity of empanelment will be three years w.e.f. the date of declaration of result.
- i. No TA/DA will be provided to candidates for appearing in document verification and interview.
- j. The candidates are advised to visit the website of NIELIT Delhi centre <http://nielit.gov.in/delhi> for **schedule, venue or any updates.**
- k. Candidates have to follow Instructions, Guidelines and relevant orders of Government of India pertaining to COVID-19 pandemic.
- l. Candidates need to maintain social distancing (at least 6 feet) from each other at all the time.
- m. Candidates should sanitize hands by washing with soap/ hand sanitizer before entry to centre.
- n. Candidates are instructed to wear the mask all the time.