



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Rectt./MM/2025/420099

Date: 07/07/2025

NOTICE FOR GROUP-‘A’ POSTS

Sub.: Schedule of Document Verification, Tier-II (Presentation) & Tier-III (Interview) for the qualified candidates in Tier-I (Written Test Examination) held from 08.05.2025 to 09.05.2025 for 03 Posts of Group-‘A’ (Non-Academic Staff) in respect of Advertisement Nos. Mission Mode (DR) (1)/ 2023 Dated 02 February 2023 and Mission Mode (DR) (3)/ 2023 Dated 17 February 2023.

As per the Scheme of Examination, the following is the selection procedure after Tier-I (Screening Test) for Group - ‘A’ post:

Tier-II	Presentation	50 Marks	Candidates are required to start with remarks that help the Presentation Committee understand; (1) Why you are interested for this position; (2) Why do you think that you are suitable for this position based on your past experience and vision for the Institute. Please limit the Presentation to a maximum duration of 10 minutes.
Tier-III	Interview	100 Marks	The Interview shall be conducted in such a manner that the candidates’ suitability for the post is probed among other things, through academic qualifications, relevant experience, extra-curricular activities, general awareness/ knowledge, communication and problem-solving skills and overall personality etc.

- Based on Tier-I: Written Test Examinations of 03 Group-‘A’ Posts held from 08.05.2025 to 09.05.2025 conducted by NIELIT, the qualified candidates in Tier-I (post wise) as uploaded on NIELIT and Institute Website are provisionally eligible to appear for the **Tier-II (Presentation) & Tier-III (Interview)** for the respective post.
- **Document verification shall be done on the same day of the Tier-II (Presentation) to verify the Document and eligibility criteria as per the advertisement.** It is mandatory to produce requisite documents in **ORIGINAL** at the time of Document Verification.
- **Candidate MUST bring Admit Card issued by NIELIT at the time of Tier-I (Written Test).** No separate call letter/ admit card shall be issued for the Tier-II (Presentation) & Tier-III (Interview).

- All the qualified candidates called for **Tier-II (Presentation) & Tier-III (Interview) and Document verification** are advised to submit the attached format (**Annexure-I**) along with requisite documents, i.e., self- attested copies of Certificates/ testimonials at the time of verification of documents (as mentioned in the application form/ justify the eligibility criteria for the respective post).
- The candidates are required to appear for the **Tier-II (Presentation) & Tier-III (Interview)** as per the following schedule: -

Sl. No.	Post Name	Reporting Time & Venue for Document Verification	Date, Time & Venue for Presentation	Date & Reporting Time of Interview
1	Assistant Executive Engineer (Civil)	18/07/2025 at 07:15 A.M. in the Board Room, Main Building, 1 st Floor, Near Director's Office, IIT Delhi		18/07/2025 at 01:30 P.M.
2	Assistant Executive Engineer (Electrical)	21/07/2025 (Monday) at 08:00 A.M. Senate Room, IIT Delhi		22/07/2025 (Tuesday) at 09:00 A.M. Board Room, IIT Delhi
3	Hindi Officer	23/07/2025 (Wednesday) at 07:30 A.M. Board Room, IIT Delhi		23/07/2025 at 01:30 P.M.

IMPORTANT INSTRUCTIONS

Scheme of Examination and Selection Process for above post is available at
<https://home.iitd.ac.in/jobs-iitd/uploads/APPROVED%20SCHEME%20OF%20EXAMINATION%20&%20SYLLABUS.pdf>

- **The candidates must bring the following documents: -**
- Admit Card issued by NIELIT at the time of Written Test** along with any identity proof (**in original**) issued by Government Authority for personal verification (i.e. Passport/ Voter Identity Card/ PAN Card/ Aadhar Card/ Any Identity Card issued by Competent Authority).
 - All certificates/ documents** etc. as mentioned in the Application Form in **ORIGINAL along with one set of self-attested photocopies** of the same in support of educational qualification, essential experience, category (if applicable) etc.

- c) Valid category/ caste certificate (**SC/ ST/ OBC-NCL/ EWS, PwBD**) issued by the Competent Authority in the Prescribed Format of Government of India, if applicable.
- d) NOC (in original).
- e) Essential experience certificates (in original / self-attested photocopies) as required for the post.
- f) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.
- g) One passport size latest photograph.

Kindly Note:

- Production of original documents along with self-attested copies is mandatory on the day of Tier-II & Tier-III of the selection process. In the absence of **ANY** original document, a self-attested copy of the same shall be accepted, subject to submission of Undertaking at the time of Document Verification and production of the same on the day of joining, if selected.
- However, if candidates are not able to produce either original or self-attested photocopies of the required essential documents as per advertisement for the respective post at the time of document verification, they may **NOT** be allowed to appear for Tier-II (Presentation) & Tier-III (Interview).
- The Presentation/Interview may continue till late evening. The candidates are advised to make the necessary arrangement to stay back, if required.
- **The candidates appearing in the Tier-II (Presentation) and Tier-III (Interview) should ensure that they fulfill the eligibility criteria. At any stage of the selection process if it is found that they are either not fulfilling the eligibility criteria or the documents submitted by the candidates are fake or the candidates have clandestine antecedents and have suppressed the said information, their candidature shall be rejected.**
- No candidate shall be permitted to leave the venue before the end of the Interview.
- The reporting time should be strictly adhered to by the candidates.
- No Candidate would be allowed to enter the Reporting Venue without Admit Card and Valid ID Proof.
- PwBD candidates must bring a PwBD certificate issued by the Competent Authority, if claiming relaxation under the PwBD category.
- Candidates are NOT allowed to carry any personal belongings including mobile phones, electronics devices, watches, calculators, papers or similar such things during the Presentation and Interview. The Institute will not be responsible for the safekeeping of personal belongings or for its loss, if any.

Registrar

INDIAN INSTITUTE OF TECHNOLOGY DELHI**Proforma for Document Verification**

Post applied for	
Advt. No.	
Name of the candidate	
Application No.	
Roll No.	

Note : (i) All the documents should be self- attested by the candidate and sequentially arranged.

(ii) The remarks column should NOT be left blank. Not Applicable may be mentioned, if required.

Sl. No.	Documents	Page No(s).	Remarks of the verifier (Verified from original) "Yes/No"
1	Application Form submitted at the time of submission of online application.		
2	ID Proof (Aadhar Card / PAN Card / Voter ID Card)		
3	Secondary / Class-10 (Marksheet & Certificate)		
4	Higher Secondary/ Class-12 (Marksheet & certificate)		
5	Diploma		
	Marksheet of all semesters / years		
	Certificate		
6	Graduation		
	Marksheet of all semesters / years		
	Degree Certificate		
7	Post Graduation		
	Marksheet of all semesters / years		
	Degree Certificate		
8	Category Certificate (if any) (SC/ ST/ OBC-NCL/EWS/PwBD)		
9	Ph.D Degree Certificate and marksheet (if applicable)		
10	Equivalency certificate (IDA/ other pay scales to 7 th CPC pay matrix level), if applicable.		
11	Experience Certificate(s) As on last date of application as per Advertisement		
12	No Objection Certificate from current employer		
13	Any other documents, please specify _____		

I hereby declare that the above information/ documents are correct to the best of my knowledge and belief.

Date:

Signature of Candidate

Mob:

E-mail ID:

For office use

Comments on verification of documents:

Signature of the verifier (Member)

Signature of In-charge Document Verification Committee