



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Rectt./MM/2025/422313

Date: 09/07/2025

NOTICE FOR GROUP-‘B’ POSTS

Sub.: Schedule of Document Verification for the qualified candidates in Tier-I (Written Test Examination) held from 08.05.2025 to 11.05.2025 for 06 Posts of Group-‘B’ (Non-Academic Staff) in respect of following Advertisement Nos. :

- [Advt. Nos. – (1) Mission Mode (DR) (1) / 2023 Dated February 02, 2023
(2) Mission Mode (DR) (2) / 2023 Dated February 14, 2023
(3) Mission Mode (DR) (3) / 2023 Dated February 17, 2023
(4) Mission Mode (DR) (4) / 2023 Dated March 25, 2023]

- Based on Tier-I: Written Test Examinations of 06 Group-‘B’ Posts held from 08.05.2025 to 11.05.2025 conducted by NIELIT, the qualified candidates in Tier-I (post wise) as uploaded on NIELIT and Institute Website are provisionally eligible for **Document Verification** for the respective post.
- **Document verification shall be done to verify the Document and eligibility criteria as per the advertisement and adopted criteria by Shortlisting Committee, if any. 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 Document Verification.**
- All the qualified candidates called for 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 report for the **Document Verification** as per the following schedule: -

Sl. No.	Name of the Posts	Reporting Date and Time for Document Verification	Reporting Venue
1	Assistant Teacher (Nursery)	24.07.2025 (Thursday) at 09:00 AM	Senate Room, First Floor, Near Director's Office, Main Building, IIT Delhi, Hauz Khas, New Delhi - 110016
2	Junior Hindi Translation Officer		
3	Junior Engineer (Civil)	25.07.2025 (Friday) at 08:00 AM	
4	Junior Engineer (Electrical)		
5	Junior Superintendent (Hospitality)	26.07.2025 (Saturday) at 09:00 AM	
6	Junior Superintendent (Caretaking)		

NO REQUEST FOR CHANGE OF DATE/TIME/VENUE OF DOCUMENT VERIFICATION WILL BE ENTERTRAINED.

IMPORTANT INSTRUCTIONS

Scheme of Examination and Selection Process for above posts are available at

<https://home.iitd.ac.in/jobs->

[iitd/uploads/APPROVED%20SCHEME%20OF%20EXAMINATION%20&%20SYLLABUS.pdf](https://home.iitd.ac.in/jobs-iitd/uploads/APPROVED%20SCHEME%20OF%20EXAMINATION%20&%20SYLLABUS.pdf)

(1) Selection Process:

- a) After declaration of the result of Tier-I (Written Test Examination), IIT Delhi is conducting the Document Verification of each Qualified Candidates in Tier-I to ascertain the eligibility of the candidate.
- b) **The Tier-II examination of only those candidates shall be evaluated, who qualify in Tier-I of the Selection process and found eligible during Document Verification.**
- c) Thereafter, Final Result (Merit wise) shall be declared in due course of time.

(2) The candidates must bring the following documents: -

- a) **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).
- b) **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.

Note:- OBC-NCL and EWS Certificates for the following Posts **MUST be issued in the following Financial Year as tabulated below:-**

Sr. No.	Name of Post	Reserved category vacancy in addition to UR vacancy	OBC NCL /EWS Certificate MUST be issued within:
1	Junior Engineer (Civil)	EWS	F.Y. 2022-2023 based on Income & Asset Certificate for the F.Y. 2021-2022
2	Junior Engineer (Electrical)	OBC	F.Y. 2022-2023
3	Junior Superintendent (Hospitality)	OBC	F.Y. 2022-2023 OR F.Y. 2023-2024

- d) **“No Objection Certificate” (in ORIGINAL)** if employed in Government/ Semi Government Organizations / Autonomous Bodies/ PSUs.
- 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 Document Verification. 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, their Tier-II examination shall NOT be evaluated and considered as ineligible.
- Document Verification may continue till late evening. The candidates are advised to make the necessary arrangement to stay back, if required.
- **The candidates appearing in the Document Verification : 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.**
- The reporting time should be strictly adhered to by the candidates.
- TA shall be reimbursed as per Public Notice dt 19.10.2023, TA form available at <https://home.iitd.ac.in/jobs-iitd/uploads/Non-Academic-Staff/Notice%20&%20Travel%20Allowance%20form.pdf>
- 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.
- No candidate shall be permitted to leave the venue before the end of the Document Verification.
- The Institute will not be responsible for the safekeeping of personal belongings or for its loss, if any.

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

Post applied for		Affix here your self-attested Passport size photo (Signature of the Candidate)
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) *OBC-NCL and EWS Certificate for the concerned Posts must be issued in the Financial Year as mentioned at Point no. 2(c) under Important Instructions of the NOTICE FOR GROUP-'B' POSTS.		
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), if applicable As on last date of application as per Advertisement		

12	No Objection Certificate from current employer, if applicable		
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