भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Rectt./DR/2026/564789 Date: 27.11.2026

NOTICE FOR GROUP-'B' & 'C' NON-ACADEMIC POSTS

Sub.: Schedule of Document Verification for the provisionally qualified candidates in Tier-I (Written Test Examination) held from 29.09.2026 to 30.09.2026 for 04 Posts of Group-'B' & 'C' (Non-Academic posts) in response to Advertisement No. E-II/01/2026(DR) dated 26.02.2026:

- Based on Tier-I (Written Test) Examinations of 04 Group-'B' & 'C' Non-Academic posts held from 29.09.2026 to 30.09.2026 conducted by NIELIT, the candidates provisionally qualified in Tier-I as per the post-wise results uploaded on the NIELIT and Institute websites are provisionally eligible for **Document Verification** for the respective post.
- **Document verification shall be done to verify the documents in accordance with the eligibility criteria as per the advertisement and criteria adopted by Shortlisting Committee, if any.** It is mandatory to produce requisite documents (as mentioned in the application form justifying the eligibility criteria for the respective post) 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 provisionally qualified candidates called for **Document Verification MUST bring the duly filled attached form (Annexure-I) along with the requisite documents** i.e., self-attested copies of all certificates/testimonials at the time of verification of documents (as mentioned in the application form justifying 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	Accounts & Audit Assistant	**08.12.2026 (Tuesday) at 09:30 AM**	**IRD Conference Hall, 7th Floor, Main Building, IIT Delhi, Hauz Khas, New Delhi - 110016**
2	Junior Engineer (Electrical)		
3	Assistant Administrative Officer		
4	Administrative Assistant		

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

(1) Selection Process:

a) After declaration of the result of Tier-I (Written Test) Examination, IIT Delhi is conducting the Document Verification of each provisionally Qualified Candidate(s) in Tier-I to ascertain the eligibility of the candidate.

b) **The answer sheet of 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.

d) "**No Objection Certificate**" **(in ORIGINAL)** if employed in Government/ Semi Government Organizations / Autonomous Bodies/ PSUs.

e) Essential experience certificates (in original along with 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 to the effect that the candidate will produce the original document 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.
- **At any stage of the selection process if it is found that the candidates are either not fulfilling the eligibility criteria or the documents submitted by the candidates are fake or the candidates have dubious/tainted antecedents and have suppressed the said information, their candidature shall be summarily rejected.**
- The reporting time should be strictly adhered to by the candidates.
- TA shall be reimbursed as per Public Notice dated 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.
- It is mandatory to appear (in person) in document verification on scheduled date/time/venue and in case the applicant(s) does not appear (in person) in document verification, his/her candidature shall be rejected.
- No request for change of date/time/venue of Document Verification ~~etc.~~ shall be considered under any circumstances.
- PwBD candidates must bring a PwBD certificate/ Unique Disability ID (UDID) Card 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.

(Recruitment Cell)
IIT Delhi

Annexure-I

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Proforma for Document Verification

Post applied for		Affix here your self-attested Passport size photo
Advt. No.	**E-II/01/2026(DR) dated 26.02.2026**	
Name of the candidate		
Application No.		
Roll No.		(Signature of the Candidate)

Note: (i) Candidate Must fill-up this proforma and enclose self-attested copies of all supporting documents, arranged sequentially, before reporting at IIT Delhi.
(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(A)	Category Certificate (if any) (SC/ ST/ OBC-NCL/EWS/PwBD)		
8(B)	Whether SC/ST/OBC candidate's community is included in the Central list of Scheduled Castes, Scheduled Tribes or OBCs, notified by the Government of India in relation to the concerned State. **(Yes/No)**		
9	Ph.D Degree Certificate and marksheet (if applicable)		

10	Equivalency certificate (IDA/ other pay scales to 7th 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:

<u>For office use</u>

Comments on verification of documents:

_____

Signature of the verifier (Member)

_____

Signature of In-charge Document Verification Committee