



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Rectt./DR/2026/489948

Date: 09.02.2026

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 12.11.2025 to 15.11.2025 for 08 Posts of Group-‘B’ & ‘C’ (Non-Academic posts) in lieu of Advertisement No. E-II/07/2024(DR) Dated March 11, 2024:

- Based on Tier-I: Written Test Examinations of 08 Group-‘B’ & ‘C’ Non-Academic posts held from 12.11.2025 to 15.11.2025 conducted by NIELIT, the provisionally 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 criteria adopted 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 provisionally 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	System Analyst	09.03.2026 (Monday) at 09:30 AM	Senate Room, First Floor, Near Director's Office, Main Building, IIT Delhi, Hauz Khas, New Delhi - 110016
2	Application Analyst		
3	Production Assistant		
4	Hospitality Assistant	10.03.2026 (Tuesday) at 09:30 AM	
5	Staff Nurse		
6	Accounts & Audit Assistant	10.03.2026 (Tuesday) at 03:00 PM	
7	Junior Counsellor		
8	Physiotherapist	11.03.2026 (Wednesday) at 09:30 AM	

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 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 (if applicable)	OBC NCL /EWS Certificate MUST be issued within Financial Year:
1	Application Analyst	OBC	F.Y. 2023-2024
2	Production Assistant		AND/OR F.Y. 2024-2025

3	Hospitality Assistant	EWS	F.Y. 2023-2024 based on Income & Asset Certificate for the F.Y. 2022-2023 AND/OR F.Y. 2024-2025 based on Income & Asset Certificate for the F.Y. 2023-2024
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- 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 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 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

INDIAN INSTITUTE OF TECHNOLOGY DELHI

Proforma for Document Verification

Post applied for		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Affix here your self-attested Passport size photo </div> <div style="border: 1px solid black; height: 30px; margin-top: 10px;"></div> (Signature of the Candidate)
Advt. No.	E-II/07/2024(DR) Dated March 11, 2024	
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(A)	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' & 'C' POSTS.		
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 7 th CPC pay matrix level), if applicable.		
11	Experience Certificate(s), if applicable <i>As on last date of application as per Advertisement</i>		
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