



NOTICE

Sub.: Schedule of Tier-II: Trade/ Computer/ Skill/ Other Test (Part-C) for the posts of Junior Technical Officer and Technical Assistant in respect of Advertisement No. Mission Mode (DR) (4)/ 2023 Dated 25 March 2023.

As per the Scheme of Examination, the following is the selection procedure after Tier-I (Written Test) for Group - 'B & C' posts: -

Tier-II: Trade/ Computer/ Skill/ Other Test (Part-C)	
Marks: 30	Duration of Exam: 45 Minutes

- Based on Tier-I: Written Test Examination held on 24.02.2024 conducted by NTA, the qualified candidates in Tier-I as uploaded on NTA and Institute Website are provisionally eligible to appear for the **Tier-II : Trade/ Computer/ Skill/ Other Test (Part-C)** for the posts of Junior Technical Officer and Technical Assistant in respect of Advertisement No. **Mission Mode (DR) (4)/ 2023 Dated 25 March 2023**.
- **Document verification shall be done as per schedule given 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.
- **No separate call letter/ admit card shall be issued for the Tier-II: Trade/ Computer/ Skill/ Other Test.**
- All the qualified candidates called for **Tier-II: Trade/ Computer/ Skill/ Other Test and Document verification** are advised to submit the attached format (**Annexure-I and II**) 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 **Trade/ Computer/ Skill/ Other Test and Document verification for the posts of Junior Technical Officer and Technical Assistant** as per the following schedule: -

Sl. No.	Thematic Field (As chosen by the Candidate)	Reporting Time & Venue for Document Verification	Date, Time & Venue for Trade/ Computer/ Skill/ Other Test
1	Computer Services Centre (CSC)	05.08.2024 at 09.00 AM in Senate Room, IIT Delhi	05.08.2024 at 3.30 PM in CSC Lab, IIT Delhi
2	Chemical Engineering	07.08.2024 at 11:00 AM in Senate Room, IIT Delhi	07.08.2024 at 03:00 PM in Chemical Department, IIT Delhi
3	Department of Chemistry	12.08.2024 at 09:00 AM in Senate Room, IIT Delhi	12.08.2024 at 3:45 PM in LHC-510, IIT Delhi
4	Textile and Fibre Engineering	14.08.2024 at 9.00 AM in Senate Room, IIT Delhi	14.08.2024 at 3.00 PM in TX 120, IIT Delhi
5	Department of Physics	17.08.2024 at 09:00 AM in Senate Room, IIT Delhi	17.08.2024 at 3.00 PM in LH302, IIT Delhi
6	Centre for Sensors, Instrumentation and Cyber Physical System Engineering (SeNSE)	27.08.2024 at 10:00 AM in Senate Room, IIT Delhi	27.08.2024 at 3.00 PM in SeNSE Department, IIT Delhi
7	Computer Science & Engineering	01.09.2024 at 09.00 AM in Dogra Hall, IIT Delhi	01.09.2024 at 03.00 PM in Computer Science & Engineering Department, IIT Delhi
8	Centre for Applied Research in Electronics (CARE)	Please keep visiting this web page of the Institute Website for update on Schedule and Venue.	
9	Electrical Engineering		
10	Mechanical Engineering		
11	Department of Biochemical Engineering and Biotechnology (DBEB)		
12	Civil Engineering		
13	Department of Materials Science and Engineering (DMSE)		

IMPORTANT INSTRUCTIONS

Scheme of Examination and Selection Process for above post is available at

<https://home.iitd.ac.in/jobs-iitd/uploads/Non-Academic-Staff/Scheme%20of%20Examination%20and%20Syllabus%20for%20Technical,%20Hospital%20&%20Hospitality.pdf>

and

<https://home.iitd.ac.in/jobs-iitd/uploads/Non-Academic-Staff/Revised%20Syllabus%20for%20Technical%20Posts%20on%2011.10.2023.pdf>

➤ The candidates must bring the following documents: -

- a) **Admit Card issued by NTA 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
- d) NOC (in original).
- e) Essential experience certificates (in original / self-attested photocopies) as required for the post, if applicable. In case experience certificate is not issued by the present employer, self-attested copies of appointment cum joining letter along with a copy of latest salary slip and valid ID card of the organization needs to be produced.
- f) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.
- g) One passport size latest photograph.

Kindly Note:

- 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>
- Production of original documents along with self-attested copies is mandatory on the day of Tier-II of the selection process. In the absence of any original document, a self-attested copy of the same shall be accepted, subject to 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: Trade/ Computer/ Skill/ Other Test.

- Trade/ Computer/ Skill/ Other Test 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: Trade/ Computer/ Skill/ Other Test 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 examination room before the end of the examination.
- 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 candidate may be allowed Compensatory/ Extra time of 15 minutes, whether such candidate (having a physical limitation to write) uses the facility of Scribe or not.
- PwBD candidates must bring a PwBD certificate issued by the Competent Authority, if claiming relaxation under the PwBD category. The Scribe must also carry his/her own Self Declaration (Undertaking) regarding educational qualification, passport size photograph, and valid Government identity, as per guidelines issued by the Govt. of India, Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) vide O.M. dated 29th August, 2018. The candidate may arrange his own Scribe and also inform the Institute before one day of commencement of examination, if use the facility of Scribe.
- 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.	Mission Mode (DR) (4)/ 2023 Dated 25 March 2023
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*/ PwBD) *Must be issued on or after 01.04.2022.		
8 (b)	EWS certificate must be issued on or after 01/04/2022 based on Income & Asset Certificate for the Financial Year 2021-22 or 2022-23.		
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		
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:

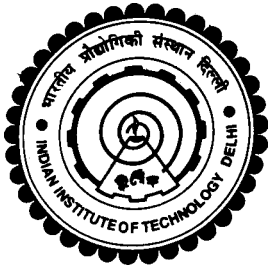
Signature of Candidate
Mob:
E-mail ID:

For office use

Comments on verification of documents:

Signature of the verifier (Member)

Signature of In-charge Document Verification Committee



भारतीय प्रौद्योगिकी संस्थान दिल्ली
Indian Institute of Technology Delhi

Hauz Khas, New Delhi – 110 016.

Tel: (011) 2659-1488

Website : www.iitd.ac.in

To,

The Assistant Registrar (Recruitment Cell)
Indian Institute of Technology Delhi
Hauz Khas, New Delhi- 110016

Madam,

I have been called for attending the Tier- II: Trade/ Computer/ Skill/ Other Test on _____ for the post of _____ in lieu of Advt. No. Mission Mode (DR) (4) / 2023 Dated March 25, 2023 at IIT Delhi and I shall bring the original documents listed below at the time of joining for reverification.

1)	2)
3)	4)
5)	6)
7)	8)
9)	10)
11)	12)
13)	14)

Kindly permit me to attend Tier- II: Trade/ Computer/ Skill/ Other Test. I hereby undertake that if I am selected, I will submit the above-mentioned documents at the time of joining.

Yours Faithfully,

Signature of Candidate

Name: _____

Phone/Mobile No.: _____

Date: _____