



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/DREC/MM/2024/336572

Date: 11/11/2024

NOTICE

Sub.: Schedule of Presentation and Interview for the post of Counsellor in lieu of Advt. No. Mission Mode (DR) (2)/ 2023 Dated 14.02.2023.

The following selection procedure has been adopted for the post of Counsellor: -

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 .
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.

- **Document verification shall be done on the same day of the 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.
- All shortlisted candidates called for **Document verification, Presentation and Interview** are advised to fill up and 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 shortlisted candidates are required to appear for the **Presentation and Interview** as per the following schedule: -

Sl. No.	Name of the Post	Reporting Time & Venue for Document Verification	Date, Time & Venue for Presentation	Date, Time & Venue for Interview
1	Counsellor	26.11.2024 08:45 A.M. Senate Room, IIT Delhi	26.11.2024 10:00 A.M. Board Room, IIT Delhi	26.11.2024 03:00 P.M. Director's Office, IIT Delhi

IMPORTANT INSTRUCTIONS

➤ **The candidates must bring the following documents: -**

- a) 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) NOC (in original / self-attested photocopy).
- d) Essential experience certificates (in original / self-attested photocopies) as required for the post, if applicable.
- e) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.
- f) One passport size latest photograph.

Kindly Note:

- Production of original documents along with self-attested copies is mandatory on the day of Presentation/ Interview 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 Presentation and Interview.
- **The candidates appearing in the Presentation and 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.**
- The reporting time should be strictly adhered to by the candidates.
- No Candidate would be allowed to enter the Reporting Venue without Valid Govt. ID Proof.
- 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.

**Recruitment Cell
IIT Delhi**

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

Post applied for	Counsellor
Advt. No.	Mission Mode (DR) (2)/ 2023 Dated 14.02.2023
Name of the candidate	
Application Ref. 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) *Must be issued on or after 01.04.2022.		
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