



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Rectt./DR/2026/489947

Date: 09/02/2026

NOTICE FOR GROUP-‘A’ POSTS

Sub.: Schedule of Document Verification, Tier-II (Presentation) & Tier-III (Interview) for the provisionally qualified candidates in Tier-I (Written Test Examination) held on 12.11.2025 for 02 Posts of Group-‘A’ (Non-Academic Staff) in respect of Advertisement No. E-II/07/2024(DR) Dated 11 March 2024.

As per the Scheme of Examination, the following is the selection procedure after Tier-I (Screening Test) for Group - ‘A’ post:

Tier-II	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.
Tier-III	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.

- Based on Tier-I: Written Test Examinations of 02 Group-‘A’ Posts held on 12.11.2025 conducted by NIELIT, the provisionally qualified candidates in Tier-I (post wise) as uploaded on NIELIT and Institute Website are provisionally eligible to appear for the **Tier-II (Presentation) & Tier-III (Interview)** for the respective post.
- **Document verification shall be done on the same day of the Tier-II (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.
- **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 **Tier-II (Presentation) & Tier-III (Interview).**

- All the provisionally qualified candidates called for **Tier-II (Presentation) & Tier-III (Interview) and 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 appear for the **Tier-II (Presentation) & Tier-III (Interview)** as per the following schedule: -

Sl. No.	Post Name	Reporting Time & Venue for Document Verification	Date, Time & Venue for Presentation	Date & Reporting Time of Interview
1	Assistant Programme Coordinator	06.03.2026 (Friday) at 09:00 A.M. in the Board Room, Main Building, 1st Floor, Near Director's Office, IIT Delhi		06.03.2026 at 02:30 P.M.
2	Medical Officer	Please keep visiting the Website of NIELIT and IIT Delhi for update on Schedule and Venue.		

IMPORTANT INSTRUCTIONS

Scheme of Examination and Selection Process for above post is available at <https://home.iitd.ac.in/jobs-iitd/uploads/APPROVED%20SCHEME%20OF%20EXAMINATION%20&%20SYLLABUS.pdf>

- **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) **OBC-NCL Certificate** for the following Post **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	Medical Officer	OBC	F.Y. 2023-2024 AND/OR F.Y. 2024-2025
		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

e) **“No Objection Certificate” (in ORIGINAL).**

f) Essential experience certificates (in original / self-attested photocopies) as required for the post.

g) Equivalency certificate (IDA/ other pay scales to 7th CPC pay matrix level), if applicable.

h) One passport size latest photograph.

Kindly Note:

- Production of original documents along with self-attested copies is mandatory on the day of Tier-II & Tier-III of the selection process. 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, they may **NOT** be allowed to appear for Tier-II (Presentation) & Tier-III (Interview).
- The Presentation/Interview 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 (Presentation) and Tier-III (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.**
- No candidate shall be permitted to leave the venue before the end of the Interview.
- 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.
- 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.
- 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		<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; width: 100%;"></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. d under Important Instructions of the NOTICE FOR GROUP-‘A’ 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) <i>As on last date of application as per Advertisement</i>		
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