भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Estt.-2/Rectt./MM/2024/252104   Date: 07/03/2024

N O T I C E

Sub.: **Schedule of Tier-II: Trade/ Computer/ Skill/ Other Test (Part-C) for Group – 'B & C' posts in respect of Advertisement No. Mission Mode (DR) (3)/ 2023 Dated 17 February 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 30.11.2023 conducted by NTA, the qualified candidates in Tier-I (post wise) 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 in respect of Advertisement No. Mission Mode (DR) (3) / 2023 Dated February 17, 2023.

➤ **Document verification shall be done on the same day of the Tier-II : Trade/ Computer/ Skill/ Other Test 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)** 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 : Trade/ Computer/ Skill/ Other Test** as per the following schedule: -

SCHEDULE OF THE TRADE/ COMPUTER/ SKILL/ OTHER TEST				
Sl. No.	Name of the Posts	Reporting Date and Time for Document Verification	Date of Trade/ Computer/ Skill/ Other Test	Reporting Venue
1	Administrative Assistant (Group-C)	**18/03/2024 at 8:00 a.m.**	**18/03/2024 at 03:00 p.m.**	Dogra Hall, First Floor, Main Building, IIT Delhi
2	Assistant Administrative Officer (Group-B)	**19/03/2024 at 9:00 a.m.**	**19/03/2024 at 04:00 p.m.**	

IMPORTANT INSTRUCTIONS

> **Scheme of Examination and Selection Process for above posts are available at** https://home.iitd.ac.in/jobs-iitd/uploads/Non-Academic-Staff/APPROVED%20SCHEME%20OF%20EXAMINATION%20&%20SYLLABUS%20ON%2028.04.2023.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) "**No Objection Certificate**" if employed in Government/ Semi Government Organizations / Autonomous Bodies/ PSUs.

  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:

> 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.**

- ➤ The reporting time should be strictly adhered to by the candidates.

- ➤ 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

- ➤ No Candidate would be allowed to enter the Reporting Venue without Admit Card and Valid ID Proof.

- ➤ Entry to the examination venue will be closed before 15 minutes of commencement of the examination.

- ➤ No candidate shall be permitted to leave the examination room before the end of the examination.

- ➤ 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 Tier-II examination. 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	
Advt. No.	**Mission Mode (DR) (3)/ 2023 Dated 17 February, 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	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 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:

For office use
Comments on verification of documents:
_____ Signature of the verifier (Member)
_____ Signature of In-charge Document Verification Committee