



भारतीय प्रौद्योगिकी संस्थान दिल्ली
INDIAN INSTITUTE OF TECHNOLOGY DELHI

No.: IITD/Estt.-2/Rectt./MM/2024/246680

Date: 21/02/2024

REVISED NOTICE

Sub.: Schedule of Tier-II (Presentation) & Tier-III (Interview) for Group – ‘A’ posts in respect of Advertisement Nos. Mission Mode (DR) (1)/ 2023 Dated 02 February, 2023, Mission Mode (DR) (2)/ 2023 Dated 14 February, 2023, & Mission Mode (DR) (3)/ 2023 Dated 17 February, 2023.

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 Examination held on 22.11.2023 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 (Presentation) & Tier-III (Interview)** for the posts in respect of Advertisement Nos. **Mission Mode (DR) (1)/ 2023 Dated February 02, 2023, Mission Mode (DR) (2) / 2023 Dated February 14, 2023, & Mission Mode (DR) (3) / 2023 Dated February 17, 2023.**
- **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**.
- **No separate call letter/ admit card shall be issued for the Tier-II (Presentation) & Tier-III (Interview).**
- All the 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.	Name of the Post	Date & Time for Presentation	Date & Time of Interview	Reporting Time & Venue for Document Verification
1.	Security Officer	06.03.2024 09:00 AM onwards	06.03.2024 02:00 PM onwards	Reporting Time – 08:00 AM (as per respective dates of Presentation) and Venue – Senate Room, First Floor, Near Director’s Office, Main Building, IIT Delhi
2.	Chief Security Officer	07.03.2024 09:00 AM onwards	07.03.2024 02:00 PM onwards	
3.	Training & Placement Officer	11.03.2024 09:00 AM onwards	11.03.2024 02:00 PM onwards	
4.	Career Counsellor	12.03.2024 09:00 AM onwards	12.03.2024 02:00 PM onwards	
5.	Superintending Engineer	13.03.2024 09:00 AM onwards	14.03.2024 09:00 AM onwards	
6.	Safety Officer	15.03.2024 09:00 AM onwards	15.03.2024 02:00 PM onwards	
7.	Senior Systems Analyst	20.03.2024 09:00 AM onwards	20.03.2024 02:00 PM onwards	
8.	Principal Systems Analyst	21.03.2024 09:00 AM onwards	21.03.2024 02:00 PM onwards	
9.	Medical Officer (Dental)	22.03.2024 09:00 AM onwards	22.03.2024 02:00 PM onwards	
10.	Joint Sports Officer	26.03.2024 09:00 AM onwards	26.03.2024 02:00 PM onwards	

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) NOC (in original / self-attested photocopy).

- d) 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.
- 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 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 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.**
- 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 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	
Advt. No.	
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 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