

Call Letter-cum-Admit Card for the post of Assistant Registrar
(Staff Recruitment Advt. No: Advt. No: IITDh/Admin/SR/29/2024-25 date 26th August 2024)

1.	Name of the Candidate	:		<div style="border: 1px solid black; padding: 5px; text-align: center;"> Affix here your self-attested recent Passport size photo </div>
2.	Application ID	:	(Available on Institute Website)	
3.	Father's Name	:		
4.	Date of Birth	:	(DD/MM/YYYY)	
5.	Category	:	(As per application submitted)	
6.	Date of Selection Proceedings	:	4th & 5th April 2025 (Friday & Saturday)	<div style="border: 1px solid black; height: 40px; width: 100%;"></div> (Signature of Candidate)
7.	Reporting Time and Venue	:	08:30 AM at Administrative Block, IIT dhArwAD	
8.	Examination Pattern and Syllabus	:	Please see the Institute's Website	

Note: Information at the Sl. No. 1 to 5 is to be filled in by the candidate.

General and Important Instructions for the candidates:

- Under no circumstances candidates will be allowed to appear for selection procedure without the Call Letter-cum-Admit Card.
- Admission to the examination hall will not be allowed after commencement of the examination.
- Candidates must produce any one of the valid original photo identity card out of Elector's Photo Identity Card (EPIC), Passport, UID Card (Aadhar), PAN Card, Driving License or any Photo Identity Card issued by a Competent Government Authority to prove their identity.
- No candidate will be allowed to bring Mobile Phone or any other means of Wireless Communication, either in the working or switch-off mode, Calculators and any kind of Electronic Gadgets inside the Examination Hall. Only one blue/black ball pen and pencil/eraser will be allowed in examination center.
- Blind or low vision candidates requiring help of a Scribe should themselves bring their scribe. Institute will bear no expenses for the purpose while using help of a scribe. For this, candidates are requested to please bring with him/her disability certificate issued by the competent medical authority as per relevant rules of the Government of India.
- This Call Letter-cum-Admit Card does not give any guarantee for employment. If it is found later at any stage that any candidate does not fulfil any of the conditions of eligibility as advertised, his/her candidature will be cancelled. Candidate should satisfy himself/herself that he/she fulfils all the conditions of eligibility to avoid any disappointment at later stage on the above grounds.
- Candidates will be permitted to appear for the selection proceedings ONLY after verification of their credentials by the center officials.
- Candidate will NOT be permitted to leave the examination hall before the end of examination.
- Candidates are provisionally shortlisted based on the assumption that they fulfill all the eligibility criteria as advertised and documents uploaded by them along with the application. Final decision with regard to their eligibility would be based on verification of the original documents and confirmation of eligibility criteria. **You are required to bring all original documents uploaded by you along with the application in support of your claim regarding educational qualification (matriculation onwards), experience, date of birth, caste, category etc. Experience Certificate should be in proper format i.e. it should be on the organization's letter head, bearing the date of issue, specific period of work, nature of duty, designation, pay drawn for each position, duly certified by the concerned issuing authority. Wherever necessary, Institute shall ask for proof of pay stubs/salary slips, bank statements reflecting salary credit, Form 16/16A, ITRs & statements of EPF/EIS for the qualifying experience period at the time of verification.** Hence, candidate is required to readily have all the documents during the verification process. If at any time during the process of recruitment it is found that there are discrepancies in the documents submitted by the candidates or if any suppression

of facts is noticed at any time, candidate will be disqualified forthwith without any further notice. **Only those candidates, whose documents are found in order will be considered for selection.**

10. Candidate(s), who has not submitted the SC/ST/EWS/OBC (NCL) [in Central Government Format] certificate (s) are required to provide the same during the selection proceedings. Failing which, his/her candidature will not be considered for further proceedings.
11. In case you are an employee of a Government/Semi-Government organization or Institute, and your application has not been forwarded through proper channel, please bring a “**NO OBJECTION CERTIFICATE**” from your employer; otherwise, you will not be permitted to appear for the selection process.
12. Only those candidates who are shortlisted for Personal Interview will be reimbursed Air fare by economy class/2nd AC Train Fare, to the Institute and back from city of their residence (In India) by the shortest route, on production of the proof of journey subject to compliance of the GoI norms in booking the tickets. We like to highlight the following points for booking of your travel tickets. This is a gist of directions from a government notification:
 - a) The bookings for all modes of travel HAVE to be booked through <https://www.irctc.co.in/nget/train-search> or <https://www.balmerlawrie.com/> ONLY. Please note you can book flights and buses from the IRCTC website also.
 - b) For the choices available from the aforementioned ticket booking websites for travel on a particular day, you have to choose the shortest route with the most economical option.
13. This intimation should be treated as final information. Hard copy of this call letter-cum-admit card will NOT be dispatched separately.

I do hereby declare that I have read all the instructions mentioned above and I will abide by them.

Date: _____

(Signature of the Candidate)

(Note: This call letter will be collected by the Institute)

(Signature of the Invigilator)