

## Call Letter-cum-Admit Card for the post of Junior Superintendent

(Staff Recruitment Advt. No.: IITDh/ Admin/SR/40/2025-26 dated 14<sup>th</sup> November 2025)

1.	Name of the Candidate	:		Affix here your self-attested recent Passport size photo
2.	Application ID	:		
3.	Father's Name	:		
4.	Date of Birth	:	(DD/MM/YYYY)	
5.	Category	:	(As per application submitted)	
6.	Date of Selection Proceedings	:	23 <sup>rd</sup> February 2026 (Monday)	(Signature of Candidate)
7.	Reporting Time and Venue	:	08:30 AM at Administration 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. [Except medical emergency].
- Candidates are called for the written test based on the assumption that they fulfill all the eligibility criteria as advertised and documents uploaded by them along with the application meets the requirements. Final decision with regard to their eligibility would be based on verification of the original documents and confirmation of eligibility criteria.

### The eligibility criteria as specified in the referred advertisements are reiterated below:

#### Essential Educational Qualification and Experience:

- Bachelor's Degree with at least 55% of marks or its equivalent CGPA.
- At least 5 years of requisite experience at clerical/supervisory level after qualifying Degree in one or more of the following areas: Finance and accounts, Establishment, Materials management, Academics, Student Welfare, R&D, Secretarial Services, Hostel Management, Legal, Contracts or experience of similar nature.
- For applicants with full time master's degree, normal duration of Master's program would be counted towards experience (maximum 2 years).

Upper Age Limit: 34 years [Please refer the advertisements for the age relaxation.]

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.

10. The date/ mode of Document Verification shall be intimated in due course of time. **Only those candidates, whose documents are found in order will be considered for selection.** 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 document verification. Failing which, his/her candidature will not be considered for Selection.
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 at the time of Document Verification; otherwise, your candidature will not be considered for selection.
12. No Travelling Allowance (TA) shall be paid to the outstation applicants for attending Written Test. However, SC/ST/PwBD applicants attending the Written test and/or Skill test and/or any other form of test shall be reimbursed train fare by sleeper class, to the Institute and back by shortest route [from Permanent address/Present address /Working place as mentioned in the application] by online payment at a later date, subject to production of tickets and caste certificate. SC/ST/PwBD applicants already in Central/State Government organizations, Autonomous Body, Public Sector Units etc. service are not admissible for the same.
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)