

December 27, 2025

Instructions to Provisionally Shortlisted Candidates for Certificate Verification

This has reference to the Certificate Verification for the non-faculty recruitment process vide notification Ref. No. EST-II/A-02/2025/004, dated November 14, 2025.

As per the Instructions to the Provisionally Shortlisted Candidates for the selection process, dated December 27, 2025, all original Certificates will be verified on the day of the Selection Process. During the verification, candidates who fail to produce original Certificates/documents in support of their “claim as mentioned in the duly filled-in online application and the documents submitted to the institute within the representation period for shortlisting purposes” will not be permitted to attend the Selection Process. The institute will not accept any self-declaration for shortfall of any Certificates. Hence, the Provisionally shortlisted candidates are instructed to bring the following documents without fail for the selection process on the scheduled dates:

Educational Qualification(s), Category certificate, and other details mentioned in the application form.	<p>All Original Certificates should be produced at the time of certificate verification & as and when required.</p> <ol style="list-style-type: none">1. For All Degree(s) - Consolidated Mark sheet and Degree certificate2. For Diploma - Consolidated Mark sheet and Diploma certificate (AICTE and DoTE Approved)3. For Category Certificate - Valid Category Certificate, if applicable4. SSLC and HSC - Original Mark sheets5. Other details mentioned in the Application Form – Original Certificate(s), if any
Documentary proof of Work experience (at the time of certificate verification & as and when required)	<ol style="list-style-type: none">1. For current experience - The Latest payslip / Latest certificate from the employer on the letterhead with the Date of Joining, Designation, and pay details.2. For previous experiences -Experience and Relieving Certificates from the employer on the letterhead with the Date of Joining, Date of relieving, Designation, and pay details.
Passport Size Photograph	Two Passport-Size Photographs
No Objection Certificate (at the time of certificate verification)	Original Signed No Objection Certificate - Candidates who are currently working in Government (Central/State) / PSUs / Government Autonomous Institutions / Government Autonomous Organizations / Central and State Govt. undertakings, etc., must produce a No Objection Certificate. Candidates without an NOC will not be permitted to appear for the Selection Process.

Please ensure that all the required certificates/documents should be produced in original at the time of certificate verification. Even if any of the required certificates/documents is/are not produced in original, candidates will not be allowed to participate in next stage of selection process.

Please note that one set of self-attested photocopies of all original certificates, along with the printout of the submitted application form, is to be submitted during the Certificate Verification.

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Coordinator

Non-Faculty Recruitment Process