



**General Instructions for the posts of Manager (Conference Facilities) and Manager (International Relations), dated 03<sup>rd</sup> March 2021 on contract (purely temporary) basis (Only for shortlisted candidates informed through email/speed post)**

1. The selection process details for conducting interview dated **03<sup>rd</sup> March 2021** for the posts of Manager (Conference Facilities) and Manager (International Relations) are given below:

S.No.	Process	Time	Venue
1	Reporting and Document Verification	09:00 AM	Conference Room, CV Raman Guest House, North Campus, IIT Mandi
2	Interview	10:00 AM onwards	

2. The candidates appearing in-person will be guided by the Security personnel (at North Security checkpost) regarding the venue for interview. Arrangements for online conduct will be shared with the candidates opting for this mode on their confirmation.
3. The candidates appearing in-person for the process may assemble at the waiting place/area available near the interview venue mentioned above.
4. Candidates **must bring two copies of call letter** issued to them along with at least one original photo ID viz. Aadhar Card, Voter ID Card, Driving License, PAN, Passport. One copy of the call letter will be collected in the interview venue.
5. Candidates are **NOT** allowed to carry any electronic gadgets/devices such as Calculator, Mobile Phone and Laptop etc. during the interview. *Candidate should not bring any valuable material at Conference Room as its safety and custody cannot be ensured.* Institute will not responsible for any loss.
6. Use of any kind of unfair means will be treated as misconduct and would lead to cancellation of candidature.
7. Candidates travelling on their own may follow the instructions provided in the IIT Mandi web portal.  
The link to which is provided below-  
[http://iitmandi.ac.in/institute/campus/how\\_to\\_reach.php](http://iitmandi.ac.in/institute/campus/how_to_reach.php)

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