

Indian Institute of Technology Mandi

Staff Recruitment Cell

Consolidated Instructions for the Selection Process of Junior Assistant

(Advertisement No. IITMandi/Recruit./NTS/2026/01 dated 20.03.2026)

The Selection Process for the post of Junior Assistant (Level-03) will be conducted at Indian Institute of Technology Mandi, North Campus in two stages as detailed below:

- Stage (I)** : MCQ Based Written Examination (**Saturday, 13th June 2026**)
Stage (II) : Computer Based Skill/Trade Test (**Sunday, 14th June 2026**)

Instructions for the Stage (I) (Multiple Choice Based Question (MCQ) Written Examination):

- I. Reporting Time & Venue for MCQ Examination at 09:00 AM at Entrance of Auditorium Hall, North Campus, IIT Mandi.
- II. There will be 100 Multiple Choice Questions.
- III. There will be four alternatives for the answers to every question.
- IV. Duration of the Examination will be Two (2) Hours.
- V. For each question for which a wrong answer has been given by the candidate, **0.50** of the marks assigned to that question will be deducted as penalty.
- VI. The un-attempted questions will not be considered for evaluation. (i.e., no marks will be awarded for any question which is not attempted).
- VII. Only one best-suited answer has to be given for any MCQ. More than one answer will be treated as wrong answer and will invite negative marking.
- VIII. The candidate should hand over the Question Booklet and OMR sheet to the invigilator at the end of the examination.
- IX. Any additional instructions given during the selection process or mentioned on question paper/booklet must be adhered/complied.
- X. Candidates who obtain such minimum qualifying marks in the Written Examination (Stage-I) as may be fixed by the Selection Committee, shall be called for Stage (II) examination (i.e. Computer Based Skill/Trade Test). The number of candidates to be called for Stage (II) examination will be as per the decision of the selection committee.
- XI. Please darken/circle only one correct answer. Do not use 'tick mark' or any other kind of marks/sign, else it will be considered as a wrong answer.
- XII. Multiple encircling/darkening of options will be treated as incorrect answer with negative marking.
- XIII. Do not fold the OMR Sheet and avoid any stray marks on the OMR sheet. Violation will lead to disqualification from the selection process.
- XIV. Put your Signature in the appropriate rectangular box in the OMR sheet, in the presence of the Invigilator.
- XV. No additional sheet will be provided other than the question booklet & OMR Sheet.
- XVI. No TA/DA will be paid for appearing in the selection process.

Stage (II): Computer Based Skill/Trade Test:

The Computer Based Skill/Trade Test is scheduled to be held on 14th June 2026 for candidates who have qualified in the Stage – I (Written Examination).

Other Instructions to be followed by the candidates

A. Important Points:

- I. There will be no entry for the examination without call letter and valid photo ID proof in Original (PAN/Aadhar Card/Voter ID/Driving License/Passport OR ANY Govt. issued Photo ID Card). Please Note - Ration Card and Learner's Driving License will NOT be accepted as valid ID proof for this purpose.
- II. The candidates are required to ensure that their candidature is fulfilling all the eligibility criteria notified in the Advertisement No: IITMandi/Recruit./NTS/2026/01 dated 20.03.2026 before appearing in the Stage-I test. Issue of the call letter for the Stage-I test neither constitutes an offer of employment with IIT Mandi nor does it confer any right of acceptance of candidature and should not be construed as an acknowledgement of fulfilling the eligibility criteria.
- III. Call letter will be issued provisionally based on information provided in application form by the candidate without any scrutiny of eligibility criteria, category, experience etc. just to allow candidates to appear in Stage-I (written examination)
- IV. Appearing in written examination does not confer any right to be treated as eligible in all aspects to be considered for Stage-II (skill/trade test) or for appointment. Your candidature is provisional and subject to fulfilling all the conditions of eligibility as prescribed for the post as per the above referred advertisement and verifications of documents before the Stage-II (skill/trade test).
- V. The candidate is advised to check whether she/he meets all the essential criteria in prescribed in the advertisement. During verification of the required documents, if it is found that the candidate does not meet any of the essential qualifications and fails to provide relevant valid documents and other extent requirements, his candidature shall be cancelled forthwith without assigning any further reason. Further, no extra time/days will be given to submit caste/category certificate, experience certificate (if applicable), educational documents etc. or any other documents required at the time of document verification.
- VI. Institute reserve the right to demand any other relevant document after Stage-II or at the time of joining.
- VII. In the event of any ineligibility/forgery being detected at any stage, the candidature will be cancelled for further selection process or their appointment (if issued) will be withdrawn/cancelled.
- VIII. Final selection will be made on the scores obtained in the Stage-I, as the Stage –II is of qualifying nature. But if a candidate fails to qualify in Stage-II, her/his candidature will not be considered further.
- IX. Please note that for consideration in the merit list, a candidate has to secure minimum marks fixed by the selection committee in both exams at Stage-I and Stage II – failing which institute will not make an offer of appointment even if vacancies go unfilled

B. Before the Written Test begins:

- I. The candidate must carry two sets of the call letter, application form and other required documents
- II. Your photograph affixed on the admit card should match the one uploaded in the online application form, failing which you may not be allowed to appear for the examination. You must NOT change your appearance from the photo uploaded by you.
- III. The invigilator will communicate the important instructions to be followed during the exam.
- IV. A booklet and an OMR sheet will be provided to candidates & instruction regarding the examination will be given in the booklet.
- V. Candidates must open the question booklet only after the instruction of the invigilator regarding commencement of the written test.
- VI. Candidates should ensure that the question booklet contains as many pages as mentioned on the cover page. In case of any discrepancy, candidates must inform the invigilator immediately.
- VII. Your signature should tally with the signature uploaded. In case of discrepancy, you will not be allowed to appear for the examination.

C. Documents/Material allowed inside Examination Hall:

- I. Call letter after affixing your self-attested colored photograph at the space provided in the Admit Card.
- II. One valid photo ID proof.
- III. The aforementioned documents will be checked and verified by the invigilator inside the exam hall.
- IV. Transparent water bottle (without label) is allowed in the examination hall.

D. During the written test:

- I. Candidates carrying any of the barred items (mobile phone, calculator, camera, Bluetooth device, digital watch, wired or wireless earphones, or any electronic device) inside the examination hall or using unfair means will not be allowed to appear in the written test.
- II. Providing or taking help from other candidates is not allowed. Candidates found cheating and using any unfair means will be disqualified.
- III. No candidate will be allowed to leave the examination hall before the time/end of the written test.
- IV. Use of only Blue/Black ball Pen for answering. The use of gel pens and pencils is prohibited.

Note: The call letter will be issued soon. Further, all the applicants are advised to visit the Institute website frequently for any updated/information.