

**INDIAN INSTITUTE OF TECHNOLOGY DELHI**  
Hauz Khas, New Delhi-110016  
Industrial Research & Development Unit

**Joining Form-cum-Check List for Appointment in Projects/Consultancies**

[This Joining Form-cum-Check List is to be filled by the selected candidate and submitted to IRD Unit through PI / CI with all documents at the time of Joining, failing which notification for joining will not be issued by IRD Unit, resulting in delayed payment of salary]

I \_\_\_\_\_ S/o, D/o \_\_\_\_\_ selected for the post of \_\_\_\_\_ under RP/MI/CW No. \_\_\_\_\_ and PI/CI-ship of Prof. \_\_\_\_\_ in \_\_\_\_\_ Deptt./Centre.

I hereby submit that I have joined the duty on \_\_\_\_\_ FN/AN and I have read and understood all the provisions contained in the offer letter /or explained to me by the PI /CI of the Project/IRD Unit. I hereby also submit that I have enclosed copies of the following documents which are true to the best of my Knowledge and belief:-

S. No	Name of the document(s) required	To be ✓ marked by the candidate	To be ✓ marked by the IRD office
1.	Signed copy of the Offer letter accepting the terms & conditions of appointment		
2.	Medical Fitness Certificate		
3.	Character Certificate on the prescribed IRD form (in original)		
4.	Self-Attested Copies of Certificates of Educational Qualifications (2 sets to be submitted by JRF/SRF/RA selected under CSIR sponsored projects)		
5.	Self-Attested Copies of Experience Certificates (2 sets to be submitted by JRF/SRF/ RA selected under CSIR sponsored projects)		
6.	Duly filled 'G' Form (to be submitted by JRF/SRF/RA selected under CSIR sponsored projects)		
7.	Self-Attested Copy of Relevant Certificate(s) for SC/ST/OBC/Ex. Service Men/Physically Handicap		
8.	Self-Attested copy of relevant papers showing nature of the course/degree pursuing (part time/fulltime/distance education etc.), if pursuing any degree/course		
9.	Self-Attested Copy of valid Health Insurance Policy/Papers related to Medical coverage of atleast Rs 50,000/-.		
10.	Self-Attested copy of valid Life Insurance/Personal Accident Insurance of atleast Rs 50,000/-		
11.	Two Passport- size coloured Photograph		
12.	Duly filled Resignation-cum-No Dues Form (if you were employed earlier under projects thru IRD)		
13.	NOC/ Relieving letter from previous employer (if applicable)		
14.	HRA claim Form		
15.	Request for Allotment of accommodation		
16.	Aadhar Card		

(Signature of the Candidate)  
with date

I confirm that Mr / Ms. \_\_\_\_\_ has joined duty on \_\_\_\_\_ (FN/AN)

I have verified that he/she has enclosed all papers as listed above. These are being forwarded to IRD Unit for necessary action.

(Signature of the PI/CI)  
with date

(Prof. \_\_\_\_\_ )  
PI/CI of RP/MI/CW No. \_\_\_\_\_  
Deptt./Centre \_\_\_\_\_

**IRD (Estt.) Unit**