



# भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

## Indian Institute of Management Tiruchirappalli

### Instructions to Applicants (Group A and Contractual Positions)

July 31, 2024

Ref: Recruitment Notification for Non-Faculty Positions, Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024.

1. Shortlisted Applicants are instructed to report at the Administrative Building at 8.00 a.m. with the original documents. The detailed schedule is given in the below table.
2. Intimation on Call letters for the shortlisted Applicants shall be sent through email. The Applicants are advised to check their email regularly. The Call letter can be downloaded from the dashboard of the career portal (<https://ntcareers.iimtrichy.ac.in>) after login.
3. Applicants are instructed to bring the call letter and one original valid photo identity card issued by the Government, failing which the Applicants will not be permitted to appear for the selection process.
4. Applicants are instructed to bring the following without fail for the selection process:

Educational Qualification(s), Category certificate, and other details mentioned in the application form.	All <b><u>original certificates</u></b> should be produced at the time of certificate verification & as and when required. <ol style="list-style-type: none"><li>1. For All Degree(s) - Consolidated Mark sheet and Degree certificate</li><li>2. For Diploma - Consolidated Mark sheet and Degree certificate</li><li>3. For Category Certificate - Valid Category Certificate, if applicable</li><li>4. SSLC and HSC - Original Mark sheets</li><li>5. Other details mentioned in the Application Form – Original Certificate(s), if any</li></ol>
Documentary proof of Work experience (at the time of certificate verification & as and when required)	<ol style="list-style-type: none"><li>1. For current experience - The Latest payslip / Latest certificate from the employer on the letterhead with the Date of Joining, Designation, and Pay details.</li><li>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.</li></ol>
Passport Size Photograph	Two Passport Size Photographs
No Objection Certificate (at the time of certificate verification)	Original Signed No Objection Certificate for those who are employed in permanent positions

The Applicants are required to submit the original documents at the time of certificate verification & as and when required by the institute. Without the above-mentioned documents, the Applicants will not be considered for the selection process.



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5. The selection process is given as follows:

### Stage I: Screening Test

- The Applicants will have to appear for a Screening Test as per the schedule. The applicants will be shortlisted for Stage II, based on their performance in the Screening Test.
- After the evaluation of the answer sheets of the Stage-I Screening Test, the details of applicants shortlisted for Stage – II will be published (The institute reserves the right to decide the number of shortlisted applicants).

### Stage II: Skill Test

- Applicants shortlisted from the Screening Test will have to appear for the Skill Test followed by a Personal Interview. Skill Test is purely to test the skills of the applicants as per the syllabus published on the website.
- After the skill test, the applicants shall be allowed to attend the Personal Interview.

### Personal Interview

- The final selection will be based on the Personal Interview.

For the post of Junior Programmer (On-Contract), the process includes only a Skill Test followed by a Personal Interview.

### **The overall schedule for screening and/or skill test and personal interview (Indicative)**

Sl. No.	Name of the Post	Certificate Verification	Skill Test	Personal Interview	
		Reporting Date, Time, and Venue	Date, Time, and Venue	Reporting Date, Time, and Venue	Interview Date, Time, and Venue
1.	Junior Programmer (On-Contract)	19.08.2024 8.30 a.m. Admin Building	19.08.2024 9.30 a.m. Computer Lab (ICT)	19.08.2024 1.00 p.m. Exam Hall (IInd Floor)	19.08.2024 2.00 p.m. Board Room

Sl. No.	Name of the Post	Certificate Verification	Screening Test and/or Skill Test	Personal Interview	
		Reporting Date, Time, and Venue	Test Date, Time, and Venue	Reporting Date, Time, and Venue	Interview Date, Time, and Venue
1.	Manager – Chennai Campus (On-Contract)	20.08.2024 8.30 a.m. Admin Building	20.08.2024 9.30 a.m. Computer Lab (ICT)	20.08.2024 1.00 p.m. Exam Hall (IInd Floor)	20.08.2024 2.00 p.m. Board Room



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2.	Hindi Officer (Official Language) (On-Contract)	20.08.2024 8.30 a.m. Admin Building	20.08.2024 9.30 a.m. Computer Lab (ICT)	20.08.2024 1.00 p.m. Exam Hall (IInd Floor)	20.08.2024 2.00 p.m. Board Room
3.	Assistant Librarian	21.08.2024 8.30 a.m. Admin Building	21.08.2024 9.30 a.m. Computer Lab (ICT)	21.08.2024 1.00 p.m. Exam Hall (IInd Floor)	21.08.2024 2.00 p.m. Board Room
4.	Financial Advisor and Chief Accounts Officer (FA&CAO)	22.08.2024 8.30 a.m. Admin Building	22.08.2024 9.30 a.m. Computer Lab (ICT)	22.08.2024 1.00 p.m. Exam Hall (IInd Floor)	22.08.2024 2.00 p.m. Board Room
5.	Administrative Officer	22.08.2024 8.30 a.m. Admin Building	22.08.2024 9.30 a.m. Computer Lab (ICT)	22.08.2024 1.00 p.m. Exam Hall (IInd Floor)	22.08.2024 2.00 p.m. Board Room

6. For Group A Positions and Contractual Officer Positions, up to III-AC Railway ticket fare for the shortest route may be reimbursed (subject to the submission of proof) to the applicants who will attend the selection process. For the Junior Programmer (On-contract) position, up to II-Sleeper Railway ticket fare for the shortest route may be reimbursed (subject to the submission of proof) to the applicants who will attend the selection process.
7. The Applicants shall be provisionally considered to appear for the selection process subject to the verification of the genuineness of all the documents/certificates.
8. The Institute shall verify the genuineness of all the documents/certificates, character, and antecedents of the applicants who are considered for the final offer.
9. All other points mentioned in the recruitment notification vide ref. no. cited above are final and binding.

Sd/-  
Chief Administrative Officer (i/c)