



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Non-Faculty Recruitment

(Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024)

December 06, 2024

Instructions to Candidates for Certificate Verification

This has reference to the Certificate Verification for the non-teaching recruitment process vide Advt. Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024.

As per the detailed Instructions to the candidates for the Skill test / Trade Test vide Ref. No. IIMT/NT-R/2024/003 Dated November 27, 2024, all the original Certificates will be verified on the day of the Skill/Trade Test. During the time of 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 Skill/Trade Test. Hence, the shortlisted candidates for the Skill/Trade Test as per the scheduled dates are instructed to bring the following without fail for the selection process:

Educational Qualification(s), and other details mentioned in the application form.	All original certificates should be produced at the time of certificate verification & as and when required. <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. SSLC and HSC - Original Mark sheets4. Other details mentioned in the Application Form – Original Certificate (s), if any
Category certificate	For Category Certificate - Valid Category Certificate, if applicable
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 pay slip / 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.

Please ensure that all required certificates/documents are 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 the Skill/Trade Tests.

Please note that One set of self-attested photocopies of all original certificates is to be submitted during the Certificate Verification.

Sd/-

Chief Administrative Officer (i/c)