

Corrigendum III

Reference: Recruitment Notification No. EST-II/A-02/2025/003, Dated September 19, 2025,

ADMINISTRATIVE ASSISTANT (LEVEL – 7) AND ASSISTANT ADMINISTRATIVE OFFICER (LEVEL – 8)

Schedule of Selection Process

1. This is with reference to the selection process for the posts of Assistant Administrative Officer and Administrative Assistant, notified vide the recruitment notification cited above.
 - a. **Schedule of Selection Process for Assistant Administrative Officer (Level 8) and Administrative Assistant (Level 7):** The Selection process comprising Screening Test (Qualifying in Nature), Certificate Verification, Main Test and Skill Test (Qualifying in Nature) is scheduled as under:
 - i. **13 June 2026 (Saturday) – Assistant Administrative Officer (AAO).**
 - ii. **14 June 2026 (Sunday) – Administrative Assistant (AA).**
 - b. Provisionally shortlisted candidates for the posts of Assistant Administrative Officer (AAO) and Administrative Assistant (AA) should **report at 7:30 a.m.** at the Indian Institute of Management Tiruchirappalli campus on the respective dates mentioned above for the Screening Test.
 - c. Candidates shortlisted in the Screening Test for Stage II of the Selection Process will be required to undergo Certificate Verification, the Main Test, and the Skill Test on the same day. The schedule and timings for these activities will be announced by the Institute after the Screening Test results are declared.
 - d. Detailed Instructions for the Screening Test, Certificate Verification, Main Test, and Skill Test Process shall be published shortly.
 - e. Weightage – Screening Test [MCQ - Only Qualifying in Nature], Skill Test [Only Qualifying in Nature] and Main Test [100% Weightage - Part I (MCQ) – 50% and Part II (Descriptive) – 50%].
 - f. The provisionally shortlisted candidates who have written the main test will only be allowed to appear for the Skill Test, which is a qualifying test in nature.
 - g. The Main Test answer scripts of provisionally shortlisted candidates who do not qualify in the Skill Test will not be evaluated.
 - h. Call Letter for the Selection Process shall be available for download on the portal from June 06, 2026.
 - i. No TA / DA shall be paid to the Candidates attending the selection process except. PwBD candidates who may avail of reimbursement as per the Government/Institute norms.
 - j. The admittance to the selection process is purely provisional and subject to confirmation that they satisfy the prescribed eligibility conditions mentioned in the recruitment notifications.
 - k. The Screening Test, Certificate Verification, Main Test, and Skill Test will be conducted at IIM Tiruchirappalli Campus, Tiruchirappalli, Tamil Nadu.
 - l. The Provisionally Screened-In Candidates are advised to check the Institute website regularly for updates.
2. Candidates are advised to visit the Institute website regularly for further updates.
3. The entire selection process shall be conducted on a single day till late evening on the scheduled dates. Therefore, the candidates are advised to plan their return travel from Trichy accordingly.
4. All other details as mentioned in the recruitment notification and subsequent notices issued earlier shall remain unchanged.
5. This issues with the approval of the Competent Authority.

Sd/-

Member Secretary

Non-Faculty Recruitment Process