



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Recruitment Process for Non-Faculty Positions (Group B)

(Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025)

Ref. No. IIMT/NT-R/2025-26/001

May 07, 2026

PATTERN OF SELECTION PROCESS FOR THE ADMINISTRATIVE ASSISTANT (LEVEL 7) AND ASSISTANT ADMINISTRATIVE OFFICER (LEVEL 8) POSITIONS

Sl. No.	Name of the Post	Pattern of Test	Weightage
1	Administrative Assistant - AA (Level 7)	1. Screening Test	Qualifying in Nature
		2. Main Test:	100%
		a. Part I (MCQ Type Questions)	50%
		b. Part II (Descriptive Type Question)	50%
		3. Skill Test	Only Qualifying in Nature
3	Assistant Administrative Officer - AAO (Level 8)	1. Screening Test	Qualifying in Nature
		2. Main Test	100%
		a. Part I (MCQ Type Questions)	50%
		b. Part II (Descriptive Type Question)	50%
		3. Skill Test	Only Qualifying in Nature

SELECTION PROCESS FOR THE AA AND AAO POSITIONS.

The Screening Test, Certificate Verification, Main Test and Skill Test for the provisionally shortlisted candidates for the non-faculty post Positions (as stated in the above Table) are scheduled to be held **from June 13 to 14, 2026**, at IIM Tiruchirappalli.

The Modalities of the Selection Process and Syllabus for the Screening Test, Skill Test and the Main Test of the said post(s) are available in **ANNEXURE- I & ANNEXURE -II** in the subsequent pages.

ANNEXURE-I

MODALITIES OF THE SELECTION PROCESS

The various stages of the selection process are given below:

Certificate Verification (Only for the Provisionally Shortlisted Candidates in the Screening Test):

1. The Provisionally Shortlisted Candidates are instructed to bring the following documents without fail for the selection process:

Educational Qualification(s), and other details mentioned in the application form.	All <u>original certificates</u> 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 certificate 2. For Diploma - Consolidated Mark sheet and Diploma certificate (AICTE and DoTE Approved) 3. SSLC and HSC - Original Mark sheets 4. Other details mentioned in the Application Form – Original Certificate (s), if any. 5. Candidates must produce all educational qualifications and post-qualification experience certificates, including any documents not uploaded for the current recruitment process, for verification on the date of document verification, followed by the Main Test and Skill Test at the IIM Tiruchirappalli Campus. Failure to comply with these instructions will render the candidature liable to rejection, and such candidate(s) will not be permitted to participate in the subsequent stages of the selection process.
Category Certificate	Valid Category Certificate, if applicable
Documentary proof of Work experience (at the time of certificate verification)	<ol style="list-style-type: none"> 1. <u>For current experience</u> - The Latest pay slip / Latest certificate from the employer on the letterhead with the Date of Joining, Designation, and pay details. 2. <u>For Previous Experiences</u> - Experience and Relieving Certificates from the employer on the letterhead with the Date of Joining, Date of relieving, Designation, and Pay details. 3. The candidate must produce valid proof of the organisation's <u>Registration Certificate/Document</u>, as specified in the Recruitment Notification. (A reputed private organisation means a registered Firm/Company with a Corporate Identification Number (CIN) of at least three years old and fulfilling all statutory obligations/norms such as PF payments, ESI payments, GST Filing, Income Tax filing, etc.).
No Objection Certificate (at the time of certificate verification)	Original Signed No Objection Certificate - Candidates who are currently working in Government (Central/State) / PSUs / Government Autonomous Institutions / Government Autonomous Organizations / Central and State Govt. undertakings, etc., must produce a No Objection Certificate. Candidates without an NOC will not be permitted to appear for the Selection Process.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Online Application Form	A copy of the Online Application Form is to be submitted
Passport Size Photograph	Two Passport-Size Photographs

Note - The Provisionally shortlisted Candidates are required to submit the original documents at the time of certificate verification. Without the above-mentioned original documents, the Candidates will not be allowed to appear for the selection process under any circumstances.

2. The Certificate Verification will be conducted on the day of the selection process only for the candidates shortlisted for the Stage II Selection Process (Main Test).
3. All original certificates (mentioned in the above table) should be produced at the time of certificate verification.
4. The candidates who submitted all the original certificates as per the requirements of the recruitment notification vide ref. no(s). cited above will only be allowed to appear for the selection process.
5. The selection process is likely to extend until late evening on the scheduled day. Therefore, candidates are advised to plan their return travel from Trichy on the following day.

Stage I: Screening Test (Qualifying in nature):

- a. The Candidates will have to appear for a Screening Test on the day of the selection process in the forenoon (**Reporting Time – 7. 30 am**).
- b. The Candidates will be shortlisted for **Stage II**, based on their performance in the Screening Test.
- c. The candidates will be shortlisted for the **Stage II** Selection Process from the Screening Test results. **The top 70 candidates for the AA position and the top 40 candidates for the AAO position**, in order of merit, will be shortlisted for the Stage II selection process. In the event that multiple candidates secure marks equal to those of the last shortlisted candidate, all such candidates shall also be included in the Stage II selection process.
- d. All questions of the Screening Test will be objective type, and there will be a negative marking @ 1/4th mark for each wrong answer.
- e. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India. Eligible PwBD candidates are entitled to compensatory time of 20 minutes per hour.
- f. The total marks secured by the candidates shall be taken as they are, and they shall not be rounded off. For example, candidates should not round off their marks when calculating their scores. If the marks are 39.75 or 34.75, they shall remain the same in decimals and not be rounded off to the nearest number, like 40 or 35.
- g. Stage I is for screening purposes only, and does not have any weightage in the preparation of the Merit List/Rank List. Screening Test Marks will be considered only for shortlisting the candidates to the next stage of the selection process and will not be considered in preparing the final Merit List/Rank List.

Stage II: Main Test (Weightage – 100%):

- a. The Main Test will be held on the scheduled date of the selection process. The timing of the main test will be announced by the Institute on the day of the selection process.
- b. The Provisionally shortlisted candidates from Stage I must appear for the Main Test as per the schedule.
- c. The Main Test for 100 marks will be conducted in two Parts: Part I (50%) and Part II (50%):
 - i. **Part I** consists of MCQs (Multiple Choice Questions) for 50 marks, and there will be a 1/4th-mark penalty for each incorrect answer, and
 - ii. **Part II** consists of descriptive-type questions for 50 marks.
- d. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India. Eligible PwBD candidates are entitled to 20 minutes of compensatory time per hour.
- e. **Main Test answer scripts for those candidates who qualify in the skill test will only be evaluated. Hence, qualifying in the skill test is mandatory to evaluate their Main Test answer scripts.**
- f. The Merit List/Rank List will be prepared solely on the basis of the Main Test score.

Stage III: Skill Test (Qualifying in Nature):

- a. The Skill Test shall be conducted on the scheduled date of the selection process. The timing of the skill test will be announced by the Institute on the day of the selection process.
- b. The provisionally shortlisted candidates who have written the main test will be allowed to appear for the Skill Test, which is a qualifying test.
- c. The Provisionally shortlisted candidates must appear for the Skill Test as per the schedule.
- d. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the extant orders of the Government of India. Eligible PwBD candidates are entitled to 20 minutes of compensatory time per hour.
- e. The Skill Test for all positions may be conducted on Paper and/or practically in the Field and/or on a computer, etc.
- f. The marks secured in the Skill Test do not have any weightage in the preparation of the Merit List/Rank List.
- g. The candidates who do not qualify in the Skill Test will not be eligible for the further selection process.

NOTE:

- Question papers for the Screening Test, Skill Test and Main Test shall be set based on the levels of the positions called for, and shall be in English only.
- The total marks secured by the candidates for the Screening Test, Main Test and Skill Test shall be taken as they are and shall not be rounded off. For example, candidates should not round off their marks when calculating their scores. If the marks are 39.75 or 34.75, they shall remain the same in decimals and not be rounded off to the nearest number, like 40 or 35.
- The syllabus for Part II (Descriptive) of the Main Test is common for both the Assistant Administrative Officer (AAO) and Administrative Assistant (AA) positions. However,



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

the standard, level, and complexity of the questions will vary according to the requirements of the respective positions.

- Candidates must fully satisfy themselves about their eligibility as prescribed in the recruitment notification as cited above, before appearing in the selection process. If any candidate is inadvertently allowed to appear for the Selection Process who otherwise does not fulfil the minimum eligibility requirements as per the respective post (s), the candidate cannot, at a later date, use that as a right to claim that he/she meet the eligibility requirements.
- The admittance to the selection process is purely provisional and subject to confirmation that they satisfy the prescribed eligibility conditions mentioned in the recruitment notification vide Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025. The issue of the Hall Ticket to Provisionally shortlisted candidates for the selection process does not imply that their candidature has been found eligible.
- All the Provisionally screened-in candidates are advised to regularly visit the Institute Website for further updated information, if any.
- In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIM Tiruchirappalli, shall be final and binding.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

ANNEXURE – II

Recruitment for Non-Faculty Positions (Group B)
(Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025)

SYLLABUS FOR THE AA AND AAO POSITIONS

A. ADMINISTRATIVE ASSISTANT (LEVEL 7)

SCREENING TEST (Qualifying in Nature)

(50 MARKS & Duration – 60 Minutes)

General Aptitude: Arithmetic & Numerical Ability, Quantitative Aptitude, General English, Comprehension, Data Interpretation, Logical Reasoning, General Knowledge & Current Affairs, including the Constitution of India.

MAIN TEST (PART I AND PART II) - (Weightage - 100%)

Part I (50%) - 60 Minutes.

Part II (50%) - 90 Minutes.

PART I (50%) - Multiple Choice Questions

Total - 50 Marks & Duration: 60 Minutes

Part I– A (10 Marks)

1. Knowledge of IIMs Systems, Act, Rules and their Regulations, etc.
2. Broad idea about admission and academic programmes offered by the Institute.

Part I– B (40 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Government Rules including FR/SR, Reservations and Concessions in Appointments, Leave Rules, Pay Fixation Rules, LTC, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, GFR 2017, Prohibition of Sexual Harassment of Women at Workplace, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, General System of Financial Management, Accreditation.

PART II (50%) – Descriptive type Question

Total - 50 Marks & Duration: 90 Minutes

The descriptive section will consist of five (05) situation-based questions, each carrying 10 marks. Candidates will be required to analyse the given situations/scenarios and provide logical responses by applying the relevant Government of India rules, regulations, procedures, and best institutional practices, wherever applicable, and how they would effectively address them at their level as a Group B Employee.

The questions are intended to serve as a proxy for a detailed interview process and to assess the candidates on the following competencies:

- Knowledge of administrative procedures and rules;
- Analytical and supervisory-level decision-making abilities;
- Problem-solving and drafting skills; and
- Ability to handle practical administrative situations in Higher Educational Institutions / Government-funded institutions.
- Thinking abilities as a Group B employee.
- Execution and administrative coordination abilities as a Group B employee.

The questions shall broadly cover the following areas:

a. Establishment Administration:

- Recruitment and appointment procedures;
- Service matters;
- Leave Rules and Leave Entitlements;
- Leave Travel Concession (LTC);
- Facility and office administration; and
- Related establishment matters.

b. Human Resource Administration

- Disciplinary and vigilance matters;
- Probation and confirmation;
- Promotion and career progression;
- Contractual/outsourced/third-party employment matters;
- Employee conduct and service conditions; and
- Related HR administration issues.

c. Procurement Administration

- Public procurement procedures;
- Government e-Marketplace (GeM);
- Central Public Procurement Portal (CPPP);
- General Financial Rules (GFR), 2017;
- Central Vigilance Commission (CVC) guidelines; and
- Related procurement and compliance matters.

d. Programme / Academic Administration

- Administration of academic and training programmes;
- Coordination of examinations, workshops, conferences, and institutional activities;
- Student-related disciplinary matters; and
- General programme coordination and administration.

e. Corporate Engagement Administration

- Industry and corporate engagement activities;
- Coordination with external agencies and stakeholders;
- MoUs, outreach, training coordination;
- Event and partnership administration; and
- Related institutional engagement matters.
- Student Placement activities.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

SYLLABUS - SKILL TEST (Qualifying in Nature)

(50 MARKS & Duration – 60 Minutes)

1. Typing Test on a Computer to access the minimum Typing Speed of 35 w.p.m. in English.
2. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
3. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
4. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

B. ASSISTANT ADMINISTRATIVE OFFICER (LEVEL 8)

SCREENING TEST (Qualifying in Nature)

(50 MARKS & Duration – 60 Minutes)

General Aptitude: Arithmetic & Numerical Ability, Quantitative Aptitude, General English, Comprehension, Data Interpretation, Logical Reasoning, General Knowledge & Current Affairs, including the Constitution of India.

MAIN TEST (PART I AND PART II) - (Weightage - 100%)

Part I (50%) - 60 Minutes.

Part II (50%) - 90 Minutes.

PART I (50%) - Multiple Choice Questions

Total - 50 Marks & Duration: 60 Minutes

Part I– A (10 Marks)

1. Knowledge of IIMs Systems, Act, Rules and their Regulations, etc.
2. Broad idea about admission and academic programmes offered by the Institute.

Part I– B (40 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, Public Administration, File Maintenance, Recordkeeping, Government Rules including FR/SR, Deputation, Establishment, Reservations and Concessions in Appointments, Disciplinary, Leave Rules, Pay Fixation Rules, LTC, Pension Rules, CCS (Conduct) Rules 1964, CCS (CCA) Rules 1965, New Pension Scheme, RTI Act 2005, GFR 2017, Travelling Allowance Rules, Prohibition of Sexual Harassment of Women at Workplace, Audit of Autonomous Bodies, National Education Policy, Higher Education System in India, Regulatory Bodies in Higher Education, Procurement for Goods & Services, Works Contract, Tender processing, GeM procedures, CPPP, Inventory Management, General System of Financial Management, Accreditation.

PART II (50%) – Descriptive type Question

Total - 50 Marks & Duration: 90 Minutes

The descriptive section will consist of five (05) situation-based questions, each carrying 10 marks. Candidates will be required to analyse the given situations/scenarios and provide logical responses by applying the relevant Government of India rules, regulations, procedures, and best institutional practices, wherever applicable, and how they would effectively address them at their level as a Group B Employee.

The questions are intended to serve as a proxy for a detailed interview process and to assess the candidates on the following competencies:

- Knowledge of administrative procedures and rules;
- Analytical and supervisory-level decision-making abilities;
- Problem-solving and drafting skills; and
- Ability to handle practical administrative situations in Higher Educational Institutions / Government-funded institutions.
- Thinking abilities as a Group B employee.
- Execution and administrative coordination abilities as a Group B employee.

The questions shall broadly cover the following areas:

a. Establishment Administration:

- Recruitment and appointment procedures;
- Service matters;
- Leave Rules and Leave Entitlements;
- Leave Travel Concession (LTC);
- Facility and office administration; and
- Related establishment matters.

b. Human Resource Administration

- Disciplinary and vigilance matters;
- Probation and confirmation;
- Promotion and career progression;
- Contractual/outsourced/third-party employment matters;
- Employee conduct and service conditions; and
- Related HR administration issues.

c. Procurement Administration

- Public procurement procedures;
- Government e-Marketplace (GeM);
- Central Public Procurement Portal (CPPP);
- General Financial Rules (GFR), 2017;
- Central Vigilance Commission (CVC) guidelines; and
- Related procurement and compliance matters.

d. Programme / Academic Administration

- Administration of academic and training programmes;
- Coordination of examinations, workshops, conferences, and institutional activities;
- Student-related disciplinary matters; and
- General programme coordination and administration.

e. Corporate Engagement Administration

- Industry and corporate engagement activities;
- Coordination with external agencies and stakeholders;
- MoUs, outreach, training coordination;
- Event and partnership administration; and
- Related institutional engagement matters.
- Student Placement activities.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 60 Minutes)

1. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.
2. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
3. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE