

Recruitment for Non-Faculty Positions
(Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025, and
Ref. No. EST-II/A-02/2025/004, Dated November 14, 2025)

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

February 08, 2026

PATTERN OF SELECTION PROCESS FOR THE VARIOUS GROUP B AND C
NON-FACULTY POSITIONS

Sl. No.	Name of the Post	Pattern of Test	Weightage
1	Junior Assistant (Level 4)	Main Test	100%
		Skill Test	Only Qualifying in Nature
2	Administrative Assistant (Level 7)	Main Test	100%
		Skill Test	Only Qualifying in Nature
3	Assistant Administrative Officer (Level 8)	Main Test	100%
		Skill Test	Only Qualifying in Nature
4	Junior Assistant (Hindi) (Level 4)	Main Test	100%
		Skill Test	Only Qualifying in Nature
5	Junior Accountant (Level 4)	Main Test	100%
		Skill Test	Only Qualifying in Nature
6	Junior Systems Engineer Gr-II (Level 6)	Main Test	100%
		Skill Test	Only Qualifying in Nature
7	Junior Technical Assistant (IT) (Level 4)	Main Test	100%
		Skill Test	Only Qualifying in Nature

SELECTION PROCESS FOR THE VARIOUS GROUP B & GROUP C
NON-FACULTY POSITIONS

The Main Test and Skill Test for the provisionally shortlisted candidates for the non-faculty post (s) of various Group B & Group C Positions (as stated in the above Table) are scheduled to be held from February 24, 2026, to February 28, 2026, at IIM Tiruchirappalli, Tiruchirappalli. The Schedule for the Main Test and Skill Test has already been published on the Institute's website. The Modalities of the Selection Process and Syllabus for the Skill Test and the Main Test of the said post(s) are enclosed in **ANNEXURE – A & ANNEXURE – B**.

ANNEXURE – A

MODALITIES OF THE SELECTION PROCESS

The various stages of the selection process are given below:

Certificate Verification (Only for the Provisionally Screened-In Candidates):

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

Educational Qualification(s), Category certificate, and other details mentioned in the application form.	All Original Certificates should be produced at the time of certificate verification & as and when required. 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. For Category Certificate - Valid Category Certificate, if applicable 4. SSLC and HSC - Original Mark sheets 5. Other details mentioned in the Application Form – Original Certificate(s), if any
Documentary proof of Work experience (at the time of certificate verification & as and when required)	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.
Online Application Form	A copy of the Online Application Form is to be submitted
Passport Size Photograph	Two Passport-Size Photographs
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 Organisations / 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.

Note - The Provisionally Screened-In 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 (Main Test and Skill 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.



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Indian Institute of Management Tiruchirappalli

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

- The Main Test will be held in the morning on the scheduled date of the selection process.
- The Provisionally screened-in candidates must appear for the Main Test as per the schedule.
- All questions in the Main Test will be objective (Multiple Choice Question-Based), and there will be a 1/4th-mark penalty for each incorrect answer.
- 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.
- 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.
- The Merit List/Rank List will be prepared solely on the basis of the Main Test.

Stage II: Skill Test (Qualifying in Nature):

- The Skill Test shall be conducted in the afternoon on the scheduled date of the selection process.
- The provisionally screened-in candidates who have written the main test will only be allowed to appear for the Skill Test, which is a qualifying test in nature.
- The Provisionally screened-in candidates must appear for the Skill Test as per the schedule.
- 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.
- The Skill Test for all positions may be conducted on Paper and/or practically in the Field and/or Laboratories and/or Computer, etc.
- The marks secured in the Skill Test do not have any weightage in the preparation of the Merit List/Rank List.
- The candidates who do not qualify in the Skill Test will not be eligible for the further selection process.

NOTE:

- Question papers for the Skill Test and Main Test shall be set based on the various levels of the positions called for, and shall be in English only (except for the Junior Assistant – Hindi position).
- The total marks secured by the candidates for the Main Test and Skill Test shall be taken as they are and shall not be rounded off. For example, the candidates should not round off their marks to calculate 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.
- 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.



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

- 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, and Ref. No. EST-II/A-02/2025/004, Dated November 14, 2025. The issue of the Hall Ticket to Provisionally screened-in 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.

Disclaimer: It is informed to all the provisionally screened-in candidates that the decision of the Institute to issue a Call Letter to the screened-in candidates is purely provisional and does not constitute acceptance of their claim as made in the application. The Institute reserves the right to reject the candidature at any stage of the recruitment process.

Note: The Institute reserves the right to postpone/reschedule/cancel the selection process at any stage due to administrative exigencies.

ANNEXURE – B

Recruitment for Non-Faculty Positions

**(Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025, and
Ref. No. EST-II/A-02/2025/004, Dated November 14, 2025)**

SYLLABUS

(SKILL TEST AND MAIN TEST)

A. JUNIOR ASSISTANT

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

1. Typing Test on 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.).

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 10 Marks)

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

Part – B

(Multiple Choice Questions - 90 Marks)

Academic Admission Procedures and Academic Programmes of IIMs, Office Procedure, Record Management, File Maintenance, Recordkeeping, Government Rules including FR/SR, Reservations and Concessions in Appointments, CCS (Leave) Rules 1972, Prohibition of Sexual Harassment of Women at Workplace, Leave Travel Concession, TA/DA, HRA, Children's Education Allowance, 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.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

B. ADMINISTRATIVE ASSISTANT

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

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.).

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 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 – B

(Multiple Choice Questions - 90 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.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

C. ASSISTANT ADMINISTRATIVE OFFICER

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

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.).

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 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 – B

(Multiple Choice Questions - 90 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.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE.

D. JUNIOR ASSISTANT (HINDI)

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

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. Translation from English to Hindi for technical matter/vyavaharik anuvaad
4. Translation from Hindi to English for technical matter/vyavaharik anuvaad
5. Essay writing in Hindi for testing drafting and writing skills
6. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 10 Marks)

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

Part – B

(Multiple Choice Questions - 90 Marks)

English/Hindi language: Sentence correction and completion; reading comprehension and inferences, Grammar, etc., English-Hindi vocabulary - word translation, English-Hindi usage – translation of actual meaning, Official Language Implementation Act provisions, Rajbhasha Niyamvali, Official Language Act, Policies, Provisions, Incentives, Imparting of Hindi training, Committees, Inspection, Chronology of Hindi as an official language in India, Annual targets for Hindi implementation, etc., Hindi vyakaran, Scientific and technical terminology, Implementation of Rajbhasha Hindi - Knowledge of Administrative, Rules, Procedures, etc., Use/implementation of Rajbhasha Hindi in the Academic/Higher Technical Educational Institutions, Use of Hindi in Official correspondence.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

E. JUNIOR ACCOUNTANT

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS Duration – 1 Hour)

1. Advanced MS Excel, TALLY/ e-TDS/ Other Accounting Software, General accounting/ Payroll Reporting.
2. Features in TALLY; Pre- defined Ledgers/ Defined Ledgers; Account Book; e-TDS.
3. Computer Proficiency Test for the test of working knowledge of MS Word, PowerPoint, Access, Internet, and E-mail Communication.
4. Test on Noting and Drafting on Office procedures, Central Government Rules, etc.
5. Google Tools (Google Meet, Form, Sheet, Calendar, Meet, etc.).

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 10 Marks)

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

Part – B

(Multiple Choice Questions - 90 Marks)

1. **Accounting:** Theory base of Accounting; Capital & Revenue Expenditure – Classification; Classification of Vouchers; Accounting Equation, Double Entry System; Preparation of Trial Balance & Rectification of Errors; Adjustment Entries, Preparation of Income & Expenditure Accounts; Preparation of Final Accounts, Bank reconciliation Statement – meaning and preparation; Cash based & Accrual based system of Accounting; Measurement of Income; Indian Accounting Standards for Non-Profit Organization; Financial Statement of Central Autonomous Bodies.
2. **Costing:** Questions shall test the knowledge of various costing methods and techniques.
3. **Income tax:** Questions shall test the practical knowledge of filing TDS quarterly returns, personal income tax, various sections of taxation pertaining to TDS and individual tax computations.
4. **GST:** Questions shall test the practical knowledge of filing GST returns and rules for input credit.
5. **NPS, CPF:** Questions shall test the awareness of the rules of NPS and CPF.
6. **Allowances to Government employees:** Candidates should be aware of Central Government rules relating to allowances to employees.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

F. JUNIOR SYSTEMS ENGINEER GR-II

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

1. Configuration and administration of the Firewall
2. Configuration and administration of Link Load Balancer
3. Configuration and administration of Network Switches
4. Configuration and administration of Wi-Fi Controller and Access Points
5. Configuration and administration of Servers (Platforms: Windows and Linux)
6. Knowledge in the administration of VoIP, DVMS, Cache Servers, IPAM, cPanel, Database(s), etc.
7. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 10 Marks)

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

Part – B

(Multiple Choice Questions - 90 Marks)

1. **Basics of Web and Programming:** Internet and World Wide Web, HTTP Servers, HTTP Sessions, SSL Certificates, HTTP and HTTPS Protocols, Web Browsers, URL, HTTP Error Codes, Front End and Back-end Technologies, Programming Languages, SEO, **Database:** DBMS, Knowledge of SQL Query and Connectivity with frontend, MySQL DB administration.
2. **Computer Management:** Dual BIOS, and BIOS settings (MBR vs. GPT), Basic Linux commands, Basic DOS commands, Administrative tools, Diagnose and resolving issues related to PCs and Laptops, Safety Measures (tools), Maintenance of licenses, Drivers/software/packages installations in Linux/windows/MACs, Puppet/Remote Management, Application troubleshooting.
3. **Network Management:** OSI and TCP/IP Model, IPv4 and IPv6 (Internet Protocol), IPv4 Subnetting, VLAN, Network Topology, Network Protocol, Type of Network Devices, TCP/UDP, Routing (static as well as dynamic), Commands for switch configurations, Wireless LANs, Wireless LAN 802.11 Service Set, Authentication Methods along with DHCP and DNS.
4. **Security:** Firewall features and configuration, VPN, Network resilience, SD-WAN, Cloud security, Email security, Network Access Control, Sandboxing, Wireless Security, Port Security, VAPT, IPS etc.
5. **Server Administration:** Application Server, Database Server, File Server, DNS, FTP, Proxy Server, Mail Server, Web Server, Virtual Machine (VM), Telnet, VPS, Cloud Server, Google workspace, IPAM, Cache Server, SAN, NAS, SaaS.
6. **Audio Visual Automation and other campus Infrastructures:** Planning, Designing and development of Audio Visual Infrastructure for classrooms, Smart Classrooms, Interactive Displays, HD Base T, AV over IP, Voice lift, AV switchers, AV Processors, Dante, Collaborative



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

learning, DSP, AEC, VoIP, DVMS.

7. **Data Science, Machine Learning and AI:** Basic Statistical properties of Data, Data Mining and Data Wrangling, Data Visualization, Artificial Intelligence and Machine Learning, Logic, Supervised and unsupervised Machine Learning, Linear Regression, Logistic Regression, Applications of AI (NLP, Computer Vision, IoT etc.).

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE

G. JUNIOR TECHNICAL ASSISTANT (IT)

SYLLABUS - SKILL TEST

(Qualifying in Nature)

(50 MARKS & Duration – 1 Hour)

1. Configuration, administration and troubleshooting of the Firewall
2. Configuration, administration and troubleshooting of Network Switches
3. Configuration and administration of Servers (Platforms: Windows and Linux)
4. Computer Proficiency Test for the test of working knowledge of MS Word, Excel, PowerPoint, Access, Internet, and E-mail Communication.

SYLLABUS - MAIN TEST

(Weightage - 100%)

(100 MARKS & Duration – 2 Hours)

Part – A

(Multiple Choice Questions - 10 Marks)

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

Part – B

(Multiple Choice Questions - 90 Marks)

1. Computer Fundamentals: Computer Hardware, Computer Handling & Troubleshooting, Administrative tools in Windows 11, Remote management.
2. Computer Networks: Basics of computer networks/ LAN, MAN, WAN Technologies OSI model, Protocols in Application layer, Wi-Fi, TCP/IP, Network Topologies, VLAN, Basics of IPv4 and IPv6, IPv4 Subnetting, Routing Protocols, Switch and Router configurations.
3. System Administration: Administration of MS Windows Servers and LINUX, DNS, DHCP, Web Server, Proxy Server, Mail Server, Active Directory, LDAP, and external storage technologies, Application deployment, Virtualization.
4. Programming: Knowledge in Programming languages and Web application development, HTML, PHP, Scripting Languages, ASP.NET, SQL Queries, DBMS –MySQL.
5. Information Security: Security measures, security policies and procedures, monitoring processes and systems, Security appliances, UTM, Firewall, Email security, Wireless Security, Cyber Security, VAPT, NAT, VPN.

NOTE: SYLLABUS MENTIONED ABOVE IS ONLY INDICATIVE AND NOT EXHAUSTIVE