

Instructions to Provisionally Shortlisted Candidates
(Post - Administrative Officer)

December 27, 2025

Ref: Recruitment Notification for Non-Faculty Positions, Ref. No. EST-II/A-02/2025/004, dated November 14, 2025.

1. The Provisionally Shortlisted Candidates are instructed to report at the Administrative Building, IIM Tiruchirappalli, Tiruchirappalli – 620 024, on January 22, 2026, at 7.30 a.m. with the original documents.
2. The Call letter for the selection process will be sent to the registered email address of the provisionally shortlisted candidates. The Provisionally Shortlisted Candidates are advised to check their email regularly. The Call letter can also be downloaded from the dashboard of the career portal (<https://ntcareers.iimtrichy.ac.in>) after login, from January 12, 2026.
3. The Provisionally Shortlisted Candidates are instructed to bring the call letter and one original valid photo identity card issued by the Government, failing which the candidates will not be permitted to appear for the selection process.
4. The Provisionally Shortlisted 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. <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. For Category Certificate - Valid Category Certificate, if applicable4. SSLC and HSC - Original Mark sheets5. 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)	<ol style="list-style-type: none">1. For current experience - The Latest payslip / 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.
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 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.



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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.

5. The selection process comprises the following steps:

Stage-I: Screening Test

- The Candidates will have to appear for a Screening Test as per the schedule.
- All questions of the Screening Test will be objective type, and there will be a negative marking @ 1/4th mark for each wrong answer. Compensatory time for Persons with Benchmark Disabilities (Divyangjan) will be provided as per the Government of India rules.
- After evaluation of the answer sheets of the Stage-I Screening Test, the shortlisted Candidates for Stage-II will be published.
- The Candidates will be shortlisted for Stage II, based on their performance in the Screening Test.
- 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.
- The institute reserves the right to decide the number of shortlisted Candidates for the next stage of the selection process.

Certificate Verification (Only for the Candidates Shortlisted for the Skill Test and Personal Interview)

- All original certificates (mentioned in the above table) should be produced at the time of certificate verification.
- The candidates who submitted all the Original certificates as per the requirements of the recruitment notification vide ref. no. cited above will only be allowed to appear for the next stage of the selection process.

Stage-II: Skill Test

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

Personal Interview

- The merit list will be prepared based on the Personal Interview.

Schedule: Screening Test, Certificate Verification, Skill Test and Personal Interview (Indicative)

Name of the Post	Screening Test (One Hour)	Certificate Verification	Skill Test (One Hour)	Personal Interview	
	Date, Time, and Venue	Date, Time, and Venue	Date, Time, and Venue	Date, Time, and Venue	Date, Time, and Venue
Administrative Officer	22.01.2026 8.00 a.m. (Admin Block)	22.01.2026 10.30 a.m. (Admin Block)	22.01.2026 11.30 a.m. Computer Lab	22.01.2026 01.00 p.m. (Admin Block)	22.01.2026 01.30 p.m. (Admin Block)

Note: Certification verification will be conducted only for the candidates shortlisted for the skill test and personal interview.



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6. 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-02/2025/004, dated November 14, 2025. The issue of the call letter to a Provisionally Shortlisted Candidate for the selection process does not imply that their candidature has been found eligible.
7. The Provisionally Shortlisted Candidates are advised to see the Institute website regularly for further updates.
8. The Provisionally Shortlisted Candidates should report at the venue (Administrative Building) of IIM Tiruchirappalli, sharp at 7.30 AM on the day of the Selection Process. However, the candidates are advised to reach the institute at least 30-45 minutes before the reporting time. The Provisionally Shortlisted Candidates who do not report on time will not be allowed to attend the Selection Process under any circumstances.
9. No TA / DA shall be paid to the Candidates attending the selection process except PwBD candidates who may avail of the reimbursement as per the Government / Institute norms.
10. The Provisionally Shortlisted Candidates are required to make their own arrangements for food, travel, and accommodation.
11. The Personal Interview might go up to the late evening of January 22, 2026. Therefore, candidates are advised to plan their travel accordingly.
12. All other points mentioned in the recruitment notification vide REF. NO. EST-II/A-02/2025/004, dated November 14, 2025, is final and binding.
13. In case of any dispute, the decision of the Director, IIM Tiruchirappalli, shall be final.

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

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

Sd/-
Coordinator
Non-Faculty Recruitment Process