



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

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

Detailed Instructions for Provisionally Screened-In Candidates
For Assistant Administrative Officer (AAO) and Administrative Assistant (AA) Positions

Ref. No. IIMT/NT-R/2025-26/002

May 27, 2026

1. Reporting Time:

The Provisionally Screened-In Candidates should report at the venue (Administrative Building) of IIM Tiruchirappalli, sharp at **7.30 AM**, on the day of the Screening Test, the Main Test (Part I and Part II), and the Skill Test. However, the Provisionally Screened-In Candidates are advised to reach the institute at least 30 minutes before the reporting time. The Provisionally Screened-In Candidates who do not report on time will not be allowed to attend the Screening Test, Main Test and Skill Test.

2. Syllabus:

- The syllabus for the Screening Test, Main Test (Part I and Part II), and Skill Test has already been uploaded on the institute's website on May 07, 2026. The Provisionally Screened-In Candidates are advised to visit the institute website for the syllabus for the Screening Test, Main Test (Part I and Part II) and Skill Test.
- The syllabus mentioned for AAO and AA positions on the website is only indicative and not exhaustive.

3. Downloading of Hall Ticket:

- Intimation on downloading the Hall Tickets for the Provisionally Screened-In Candidates shall be sent through email as mentioned in the recruitment application form. The Provisionally Screened-In Candidates are advised to check their email regularly. The Hall Ticket must be downloaded from the Institute's career portal dashboard (<https://ntcareers.iimtrichy.ac.in>) after logging in.
- The Provisionally Screened-In Candidates are instructed to bring the Hall Ticket and at least one valid photo-bearing identity proof in ORIGINAL with a clear photograph (Eligible photo identity proofs such as 1. Passport, 2. Aadhaar Card/Print out of e-Aadhaar, 3. Driving License, 4. Service ID Card issued to employees by Central Govt./State Govt./ PSUs., 5. ID Card issued by University/College/School 6. Voter's ID Card, 7. PAN Card, 8. Ex-Servicemen ID Card cum Discharge Book issued by the respective organisations of the Ministry of Defence, 9. Any other Photo Identity Proof issued by the Central Govt./ State Govt., which should contain the complete date of birth and the photograph appearing on such ID card should also completely match with the candidate appearing in the test, failing which the candidate will not be allowed to appear for the Screening Test, Main Test and Skill Test.



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4. Certificate Verification:

The Certificate verification will be conducted only for the Provisionally Screened-In Candidates who have been shortlisted in the Screening Test for the Stage II Selection Process (Main Test). The certificate verification shall be conducted on the day of the Main Test and Skill Test.

5. Shortlisting the Candidates for the Stage II Selection Process:

The candidates will be shortlisted for the Stage II Selection Process based on their Screening Test results (qualifying in nature), in order of merit. 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.

The Main Test answer scripts will be evaluated only for those candidates who qualify in the Skill Test. Accordingly, qualifying in the Skill Test is mandatory for the evaluation of the Main Test answer scripts.

6. Merit List or Ranking List:

- a. The merit list or the ranking list shall be prepared purely based on the marks obtained in the Main Test (Part I and Part II) by the Provisionally Screened-In Candidates.
- b. Skill Test is qualifying in nature.

7. **TA / DA:** No TA / DA shall be paid to the Provisionally Screened-In Candidates attending the Screening Test, Main Test and Skill Test except PwBD Provisionally Screened-In Candidates who may avail of the reimbursement as per the Government / Institute norms.

8. The admittance to the Screening Test, Main Test and Skill Test 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 a Provisionally Screened-In Candidate for the selection process does not imply that their candidature has been found eligible.

9. The Provisionally Screened-In Candidates are required to make their own arrangements for food, travel, and accommodation.

10. The candidates provisionally shortlisted in the Screening Test shall be permitted to appear for the Stage II Selection Process (Main Test and Skill Test), subject to verification of the genuineness of all documents/certificates submitted by them.

11. The Institute shall verify the genuineness of all the documents/certificates, character, and antecedents of the Candidate(s) who is/are considered for the final offer.



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- 12. 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.**
- 13. The Institute reserves the right to verify the accuracy, authenticity, consistency, and correctness of the required particulars (as per Point No. 12 above) furnished by a candidate during the document verification. In the event of any material discrepancy, concealment of facts, or misrepresentation, the Institute also reserves the right to cancel candidature at the document verification stage itself.**
- 14. The candidate must produce valid proof of the organisation's Registration Certificate/Document, 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**
- 15. The Provisionally Screened-In Candidates are advised to check the institute's website regularly.**
- 16. The Provisionally Screened-In Candidates are once again advised to thoroughly read the instructions given in the recruitment notification (Ref. No. EST-II/A-02/2025/003, Dated September 19, 2025, and Hall Ticket.**
- 17. All other points mentioned in the recruitment notification vide reference numbers cited above, and the Hall Ticket are final and binding.**
- 18. In case of any dispute, the decision of the Director, IIM Tiruchirappalli, shall be final.**

Disclaimer: It is informed to all provisionally screened-in candidates that the decision of the Institute to issue Hall Tickets is purely provisional and does not imply acceptance of any claim made in their applications. The Institute reserves the right to reject any 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.*

Sd/-

Member Secretary

Non-Faculty Recruitment Process



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

How to Reach Tiruchirappalli?

By Air: Participants can reach Tiruchirappalli airport directly by regular flights from other Indian cities (Chennai, Bangalore, Hyderabad, etc.).

By Road: Tiruchirappalli is well connected to major cities in South India. An extensive and well-developed road network connects Tiruchirappalli with other prominent cities like Bangalore (345 KM), Madurai (142 KM), Chennai (320 KM), Ooty (302 KM), Thanjavur (50 KM), and Rameshwaram (250 KM).

By Train: Tiruchirappalli also has very good train connectivity. The railway station in Tiruchirappalli lies between Chennai and Madurai. Both these stations are, in turn, very well connected to the rest of the country by several important trains.

How to Reach IIM Tiruchirappalli?

IIM Tiruchirappalli (IIMT) is located on the Tiruchirappalli-Pudukkottai Highway. The institute is located between the famous State University, called Bharathidasan University, Tiruchirappalli, and the University College of Engineering (BIT Campus), Anna University, Tiruchirappalli, positioned along this highway in Tiruchirappalli, Tamil Nadu, India. It is easily accessible via this major roadway for visitors commuting to and from the institute.

IIM Tiruchirappalli is situated 30 KM from Chathiram Bus Stand, Tiruchirappalli, and 18 KM from Tiruchirappalli Railway Junction (TPJ) and Central Bus Stand, and 13 KM from Tiruchirappalli Airport.

Buses from Chathiram Bus Stand to IIM Tiruchirappalli: Bus No. 63-C.

Buses from Central Bus Stand to IIM Tiruchirappalli: Bus No. K1. The journey time from Tiruchirappalli will be around 45 minutes.

Name of the Bus Stop: Mandaiyur Bus Stop.
