



# भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

## Indian Institute of Management Tiruchirappalli

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

Ref. No. IIMT/NT-R/2025-26/003

May 27, 2026

### **Instructions to Candidates for Certificate Verification** **(Only for the Provisionally Shortlisted Candidates in the Screening Test)**

As per the detailed Instructions to the provisionally screened-in candidates for the Screening Test, Main Test and Skill Test vide Ref. No. **IIMT/NT-R/2025-26/002**, dated May 27, 2026, states that all original Certificates will be verified for the provisionally shortlisted candidates in the Screening Test on the day of the Main Test and Skill Test. During verification, Candidates who fail to produce original certificates/documents in support of their claims as mentioned in the duly filled-in online application and the documents submitted to the institute within the representation period for shortlisting purposes will not be permitted to attend the Main Test and Skill Test. Hence, the Provisionally Screened-In Candidates for the Main Test and Skill Test, as per the scheduled dates, are instructed to bring the following without fail for the selection process:

Educational Qualification(s), and other details mentioned in the application form.	All <b><u>original certificates</u></b> should be produced at the time of certificate verification & as and when required. <ol style="list-style-type: none"><li>1. For All Degree(s) - Consolidated Mark sheet and Degree certificate</li><li>2. For Diploma - Consolidated Mark sheet and Diploma certificate (AICTE and DoTE Approved)</li><li>3. SSLC and HSC - Original Mark sheets</li><li>4. Other details mentioned in the Application Form – Original Certificate (s), if any.</li><li>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.</li></ol>
Category Certificate	Valid Category Certificate, if applicable
Documentary proof of Work experience (at the time of certificate verification)	<ol style="list-style-type: none"><li>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.</li><li>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.</li><li>3. 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.).</li></ol>



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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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**The Institute reserves the right to verify the accuracy, authenticity, consistency, and correctness of the required particulars furnished by a candidate during the document verification, as mentioned above. 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.**

**Accordingly, all provisionally shortlisted candidates in the Screening Test are required to produce the documents specified above at the time of verification.**

**Please ensure that all required certificates/documents are produced in original at the time of certificate verification. Even if any of the required certificates/documents is/are not produced in original, candidates will not be allowed to participate in the Main Test and Skill Test.**

**Please note that one set of self-attested photocopies of all original certificates is to be submitted during the Certificate Verification.**

Sd/-  
Member Secretary  
Non-Faculty Recruitment  
Process