



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Detailed Instructions to Candidates

Screening Test for the Post of Administrative Assistant

September 28, 2024

Ref: Recruitment Notification for Non-Faculty Positions, Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024.

1. Reporting Time:

The candidates should report at the venue (Multipurpose Hall of the Sports Complex) of IIM Tiruchirappalli sharp at 9.00 AM on October 20, 2024. However, the candidates are advised to reach the institute at least 30 minutes before the reporting time. Candidates who do not report on time will not be allowed to attend the Screening Test.

2. Documents for the Screening Test:

Candidates are instructed to bring the following without fail for the screening test:

Passport Size Photograph	Two Recent Passport Size Photographs
No Objection Certificate (NOC)	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 on October 20, 2024. Candidates without NOC will not be permitted to appear for the Screening Test.

The candidates are required to bring the above documents on the day of the screening test. Without the above-mentioned documents, the candidates will not be allowed to write the screening test.

3. Schedule for Screening Test:

Position	Date	Time
Administrative Assistant	October 20, 2024	10.30 am to 12.30 pm

4. Syllabus:

- Candidates are advised to visit the institute website for the syllabus of the Screening Test.
- The syllabus mentioned on the website is only indicative and not exhaustive.

5. Selection Process:

Stage I: Screening Test

- The Candidates will have to appear for a Screening Test as per the schedule.
- The Candidates who score 50% marks or more in the screening test will be shortlisted for the next level of the selection process.
- 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 extant orders of the Government of India. Eligible PwBD candidates are entitled to compensatory time of 20 minutes per hour.
- After evaluation of the answer sheets of the Screening Test, the list of shortlisted candidates for the further selection process shall be published.
- The stage I is for screening purpose 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

Stage III: Skill Test(s) and/or Computer Proficiency Test(s) and/or Trade Test(s) and/or Other Test(s)

The details of the Main Test and Skill Test(s) and/or Computer Proficiency Test(s) and/or Trade Test(s) and/or Other Test(s) shall be published in due course of time.

6. Downloading of Call Letter:

- Intimation on Call letters for the shortlisted Candidates shall be sent through email as mentioned in the recruitment application form. The Candidates are advised to check their email regularly. The call letter can be downloaded from the career portal's dashboard of the Institute (<https://ntcareers.iimtrichy.ac.in>) after login.
- Candidates are instructed to bring the call letter and at least one valid photo bearing identity proof in ORIGINAL with 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 Discharge Book issued by Ministry of Defence, 9. Any other Photo Identity Proof issued by Central Govt./ State Govt.), which should contain 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.

7. Certificate Verification:

The certificate verification shall be conducted only for the Candidates who have qualified for the Main Test. The certificate verification shall be conducted on the day of the Main Test.

8. 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 by the Candidates.
 - b. Skill Test(s) and/or Computer Proficiency Test(s) and/or Trade Test(s) and/or Other Test(s) is/are qualifying in nature.
 - c. Screening test marks shall not be considered for preparing the merit list or the ranking list.
- 9.** No TA / DA shall be paid to the Candidates attending the screening test except PwBD candidates who may avail of the reimbursement as per the Government / Institute norms.
- 10.** Candidates are required to make their own arrangements for food, travel and accommodation.
- 11.** The Candidates shall be provisionally considered to appear for the screening test subject to the verification of the genuineness of all the documents/certificates.
- 12.** 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.
- 13.** The Candidates are advised to see the institute website regularly.
- 14.** Candidates are once again advised to thoroughly read the instructions given in the recruitment notification (Ref. No. EST-I/A-02/2024/001 dated March 13, 2024) and Call Letter.
- 15.** All other points mentioned in the recruitment notification vide ref. no. cited above, and the Call Letter are final and binding.
- 16.** In case of any dispute, the decision of the Director, IIM Tiruchirappalli shall be final.

Disclaimer: It is informed to all candidates that the decision of the Institute, to issue a Call Letter to eligible 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 Screening based on administrative exigencies.

Sd/-

Chief Administrative Officer (i/c)



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Indian Institute of Management Tiruchirappalli

How to Reach Tiruchirappalli?

By Air: The participants can reach Tiruchirappalli airport directly by regular flights to Tiruchirappalli from airports in other Indian cities (Chennai, Bangalore, Hyderabad, etc.).

By Road: Tiruchirappalli is located at a convenient distance from significant 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 has also very good train connectivity. The railway station in Tiruchirappalli lies on in 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 situated 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 away from Chathiram Bus Stand, Tiruchirappalli, and 18 KM away from Tiruchirappalli Railway Junction (TPJ) and Central Bus Stand, 13 KM away 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 30 minutes.

Name of the Bus Stop: Mandaiyur Bus Stop.
