



भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

Indian Institute of Management Tiruchirappalli

Detailed Instructions to Applicants (Selection Process - Group A and Contractual Positions)

August 14, 2024

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

1. Reporting Time:

The applicants should report at the venue (Second Floor of the Administrative Building) sharp at 8.30 AM. However, the applicants are advised to be available in the institute at least 30 minutes before the reporting time. Applicants who do not report on time shall not be allowed to participate in the selection process.

2. No Objection Certificate:

Applicants who are currently working in Government employment / PSUs / Government autonomous institutions / Central and State Govt. undertakings must produce a No-Objection-Certificate at the time of document verification / Selection process. **Applicants without NOC will not be permitted to appear for the selection process.**

3. Original Certificates:

Applicants are instructed to bring the following without fail for the selection process:

Educational Qualification(s), Category certificate, and other details mentioned in the application form.	All <u>original certificates</u> 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 Degree certificate 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 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
Valid Original Government Identity Card (Any one)	Aadhaar Card, PAN Card, Passport, Driving License
No Objection Certificate (at the time of certificate verification)	Original Signed No Objection Certificate for those who are employed in permanent positions

The Applicants are required to submit the original documents at the time of certificate verification & as and when required by the institute. Without the above-mentioned documents, the Applicants will not be considered for the selection process.

4. Syllabus:

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

5. Selection Process:

Stage-I: Screening Test

- The Applicants 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 extant orders of the Government of India.
- After evaluation of the answer sheets of the Stage-I Screening Test, the shortlisted applicants for Stage-II will be published.
- The applicants will be shortlisted for Stage II, based on their performance in the Screening Test.
- Screening Test Marks will be considered only for shortlisting the applicants to the next stage and will not be considered in preparing the final merit list.
- The institute reserves the right to decide the number of shortlisted applicants for the next stage of the selection process.

Stage-II: Skill Test

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

Personal Interview

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

For the post of Junior Programmer (On-Contract), the process includes only a Skill Test followed by a Personal Interview.

6. Travel Reimbursement:

For Group A Positions and Contractual Officer Positions, up to III-AC Railway ticket fare for the shortest route may be reimbursed (subject to the submission of proof) to the applicants who will attend the selection process. For the Junior Programmer (On-contract) position, up to II Sleeper Railway ticket fare for the shortest route may be reimbursed (subject to the submission of proof) to the applicants who will attend the selection process.



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7. Verification of Documents & Character and Antecedents:

- a. The Applicants shall be provisionally considered to appear for the selection process subject to the verification of the genuineness of all the documents/certificates.
 - b. The Institute shall verify the genuineness of all the documents/certificates, character, and antecedents of the applicants who are considered for the final offer.
8. Applicants 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), Call Letter, and the 'Instructions to Applicants' for Group 'A' and Contractual Positions dated July 31, 2024.
9. All other points mentioned in the recruitment notification vide ref. no. cited above, the Call Letter, and Instruction to Applicants dated July 31, 2024, are final and binding.

Sd/-

Chief Administrative Officer (i/c)