



# भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

## Indian Institute of Management Tiruchirappalli

### Detailed Instructions to Candidates for Skill/Trade Test

(Advt. Ref. No. EST-I/A-02/2024/001, Dated March 13, 2024)

Ref. No. IIMT/NT-R/2024/003

November 27, 2024

#### 1. Reporting Time:

The shortlisted candidates should report to Classroom CR005, Academic Block of IIM Tiruchirappalli Campus sharply at 8.00 AM on the day of the Skill/Trade Test and Main Test (If Shortlisted). 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 Skill/Trade Test and Main Test (If Shortlisted).

#### 2. Downloading of Hall Ticket:

- The Hall Ticket for the Skill/Trade Tests shall be available for download in the portal from November 28, 2024.
- The Hall Ticket 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 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 Discharge Book issued by 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 Skill/Trade Test.
- It may be noted that separate Hall Tickets have been uploaded for each post and candidates are required to download all the applicable Hall Tickets, as the case may be.
- If any shortlisted candidates are facing issues in downloading the Hall Ticket from the portal, the candidate may write an email to [nt.careers@iimtrichy.ac.in](mailto:nt.careers@iimtrichy.ac.in) with the Name, Application Number, and Position Applied on or before December 5, 2024.
- All candidates must carefully read the instructions given in the Hall Ticket and strictly adhere to them. Candidates are advised to bring a Hard Copy of the Hall Ticket and Soft Copy is not permitted under any circumstance.
- Candidates are also advised to print the Hall Ticket on a **single paper (Back to back) only.**

3. The duration of the Skill/Trade Test will be informed to the shortlisted candidates during Certificate Verification. The nature of Skill Test will vary based on the expertise of the post.
4. The skill test is qualifying in nature only, i.e. either "qualified" or "not qualified". The marks of the skill test will not be considered for preparing the final merit list.

5. The candidates who qualify in Stage II (Skill/Trade Test) alone shall be allowed to appear for Stage III (Main Test).
6. As the process of document verification, Skill/Trade Test, and Main Test (If Shortlisted) has been scheduled for Two days for each position, shortlisted candidates should come prepared to stay for two to three days at their own cost. The shortlisted candidates should make their own arrangements for boarding and lodging during the days of Document verification, Skill/Trade Test, and Main Test (If Shortlisted).

### 7. Certificate Verification:

Certificates will be verified on the day of the Skill/Trade Test. Candidates failing to produce original certificates/documents in support of their claim as mentioned in the duly filled-in online application at the time of verification will not be permitted to attend the Skill/Trade Test. The shortlisted candidates are instructed to bring the following without fail for the selection process:

Educational Qualification(s), and other details mentioned in the application form.	<p>All <b>original certificates</b> should be produced at the time of certificate verification &amp; as and when required.</p> <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> </ol>
Category certificate	For Category Certificate - Valid Category Certificate, if applicable
Documentary proof of Work experience (at the time of certificate verification & as and when required)	<ol style="list-style-type: none"> <li>1. For current experience - The Latest payslip / Latest certificate from the employer on the letterhead with the Date of Joining, Designation, and Pay details.</li> <li>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.</li> </ol>

- The document verification/ other verifications shall be undertaken before the conduct of Skill/Trade Test. Further, if any document or information is found to be false/ misleading/ fake/ unreliable, he/she will not be permitted to attend the skill/Trade test.
  - Further, if any document or information is found to be false/ misleading/ fake/ unreliable, at any point even after the candidate has been selected (if selected), his/her appointment will be cancelled with immediate effect and suitable action shall be initiated.
8. Candidates must fully satisfy themselves about their eligibility as prescribed in the recruitment notification as cited above, before appearing in the selection process. If any

candidate is inadvertently allowed to appear for the Selection Process who otherwise does not fulfill the minimum eligibility requirements as per the respective post (s), the candidate cannot, at a later date, use that as a right to claim that he/she meets the eligibility requirements.

9. The total marks secured by the candidates shall be taken as it is and they shall not be rounded off. For example, the candidates should not round off their marks to calculate their scores. If the marks are 39.75 or 34.75, they shall remain the same in decimals and not rounded off to the nearest number like 40 or 35.
10. Electronic devices of any form shall not be allowed during the Skill/Trade Test/Main Test. The decision of the Institute authorities about the nature of such electronic devices is final and binding upon the candidates appearing for the selection process. There is no facility for safe-keeping of your personal belongings outside the test hall and IIMT shall not take any responsibility for the loss. Candidates are advised to not bring any such items to the Test Centre.
11. Indulging in any malpractice/using unfair means/arranging impersonator in the Skill/Trade Test will disqualify the candidate and he/she will be debarred from the Skill/Trade Test.
12. The candidates should follow the instructions given by the Invigilators/Dictators/Test conducting officials in the Test Centre.
13. The candidates may contact the Invigilators/Test Conducting Officials for any problem[s] during the Test - for example: - (i) Any fault/error in the keyboard. (ii) Switching off computers automatically. (iii) Interruption of power supply. (iv) Crashing of browser or any other problem[s] etc. during the test.
14. Based upon the performance in the Skill/Trade Test, candidates will be shortlisted for attending the Main Test on the subsequent day for which the list will be published on the Institute website during the evening on the day of the Skill/Trade Test.
15. **Verification of Documents & Character and Antecedents:**
  - a. The Candidates are provisionally shortlisted to appear for the Skill/Trade Test subject to the verification of the genuineness of all the documents/certificates.
  - b. The candidature is purely provisional and is liable to be cancelled at any stage of recruitment or thereafter, in case any inconsistency is noticed. Further, the candidate himself/ herself is responsible for ensuring his/ her eligibility as far as qualification, requisite experience, and category are concerned.
  - c. 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.
16. No TA / DA shall be paid to the Candidates attending the Skill/Trade and Main Test (If Shortlisted) except PwBD candidates who may avail of the reimbursement as per the Government / Institute norms.



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17. Candidates are required to make their own arrangements for food, travel, and accommodation.
18. IIMT reserves the right to conduct a re-examination of the Skill/Trade Test for any or all the candidates.
19. Request for change of Venue/Date or Time of the Skill/Trade Test and Main Test shall NOT be considered under any circumstances. The decision of the Institute authorities will be final and binding upon the candidates appearing for the selection process.
20. 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 Hall Ticket.
21. All other points mentioned in the recruitment notification vide ref. no. cited above, previous instructions related to this recruitment and the Hall Ticket are final and binding.
22. In case of any dispute/ambiguity/confusion that may occur in the process of selection, the decision of the Director, IIM Tiruchirappalli shall be final and binding.
23. All the Shortlisted Candidates are advised to regularly visit the Institute Website for further updated information, if any.

Disclaimer: It is informed to all the shortlisted candidates that the decision of the Institute, to issue a Hall Ticket to the shortlisted candidates for Skill/Trade Test 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 Skill/Trade Test and Main Test based on administrative exigencies.*

**Sd/-**

**Chief Administrative Officer (i/c)**