



# भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

## Indian Institute of Management Tiruchirappalli

**Advertisement No. EST-II/A-02/2024/002**

**Dated:16.10.2024**

### **Career Opportunities**

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under the Ministry of Education, Government of India. The Institute offers a congenial and professional working environment. The Institute invites applications for the following non-teaching positions on a contract basis:

<b>Sl. No.</b>	<b>Name of Post</b>	<b>No. of posts</b>
1	Senior Finance and Accounts Officer	1
2	Placement Officer	1
3	Hindi Officer – Official Language	1
4	Hindi Supervisor	1

For full details regarding qualification, experience, terms & conditions, and other requirements, please visit our website: <https://www.iimtrichy.ac.in/careers-non-teaching>.

Candidates are instructed to go through the ‘**INSTRUCTIONS TO THE CANDIDATES**’ before filling the applications and proceeding further. Interested and eligible candidates may submit their applications online in the prescribed application form available on the Institute’s recruitment website.

Application along with all supporting documents should be submitted through online portal of IIM Tiruchirappalli on or before **15.11.2024**.

Application submitted through any other mode will not be considered.

### **Important Dates:**

<b>Sl. No.</b>	<b>Details</b>	<b>Date</b>
1.	Date of advertisement	<b>16.10.2024</b>
2.	Opening date for online application	<b>19.10.2024</b>
3.	Closing date for submission of online application	<b>15.11.2024</b>



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### Non-Teaching posts on a contract basis in IIM Tiruchirappalli

(Advertisement No. EST-II/A-02/2024/002, Dated:16.10.2024)

#### **1. Senior Finance & Accounts Officer (On Contract)**

**Tenure:** Up to Two Years (Extendable based on the institute's need and candidate's performance)

**Salary:** Consolidated salary will be fixed between Rs. 80,000/- and Rs.1,00,000/- per month based on experience and qualification.

**Upper Age Limit:** 63 years

#### **Essential Qualification:**

- Degree in Commerce from a recognized university/institute with knowledge of computer operations (AND) Should have passed SAS (Commercial) /SOGE (Commercial) examinations of the Indian Audit & Accounts Department.  
(OR)
- CA/ICWA

#### **Essential Experience:**

- At least 5 years' post-qualification experience in Government Organizations/PSUs/Centrally Funded Educational Institutions at pay level 11 or above in Finance & Accounts Department/Section.

#### **Other requirements:**

- Must have a thorough knowledge of GFR, FR&SR, and relevant Central Government rules & procedures.

#### **Desirable:**

- Proficiency in Computer operations and the Internet, and relevant experience in any IIM /IIT/NIT/IIIT and other centrally funded institutes of national repute.

#### **Job Profile:**

- Manage the Institute's accounting, auditing, budgeting, finance, and other related activities.
- Guide the officials in the Accounts Department of the Institute in matters relating to Accounting procedures, budget, and Control systems, computerized accounting systems, etc.
- Primarily responsible for getting the Institute's account audited as per the Government of India rules.
- Ensure filing of periodical returns under tax and financial statutes applicable to the Institute.
- Manage the Institute's investment portfolio.
- Guide officials on matters related to the Central Civil Service Rules.
- Send periodic statutory reports and other reports to as per requirement
- Any other tasks assigned as per the requirement of the institute.

The Institute encourages recently retired people from CAG / IA&AD / Government / PSUs / Govt. Autonomous Institutes / Bodies to apply.



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### **2. Placement Officer (On Contract)**

**Tenure: Two Years (Extendable based on the institute's requirement and candidate's performance)**

**Salary:** Consolidated salary will be fixed between Rs. 70,000/- and Rs. 90,000/- per month based on experience and qualification.

**Upper Age Limit: 50 years.**

#### **Essential Qualification:**

- MBA/PGDM from a Recognized University/premier Business School with knowledge of computer operations

#### **Essential Experience:**

- 7 to 10 years of work experience with at least five years of relevant post qualification experience and proven track record as a placement officer, business development officer, or in an equivalent role.
- Candidates with the above-stated experience from IIMs or other premier B-schools would be preferred.

#### **Other requirements:**

- Active membership in well-known HR Networking bodies
- Experience in other client-facing roles may also be considered

#### **Key skills expected:**

- Excellent Verbal and Written English Communication
- Excellent People Management and Networking Skills
- Good attention to detail and a logical thought process to analyze qualitative and quantitative data
- Ability to manage teams and deliver placement results
- Ability to analyze recruitment trends in the industry and take proactive steps to develop potential relations
- Ability to work well under pressure
- Readiness to work flexible hours during the placement season
- Proficiency in usage of MS Office suite.

#### **Job Profile:**

- Liaisoning with potential recruiters and converting those networking opportunities into campus recruitments. The job will also require the officer to travel and leverage a network of credible and reciprocal relations with potential recruiters.

#### **Key responsibilities:**

- Developing and maintaining long-term and fruitful relationships with potential recruiters.
- Strengthening the relationship with the existing recruiter base.
- Coordinating with relevant stakeholders for scheduling and logistics for various placement activities.
- Ensuring timely completion of the outgoing batch placements while maintaining ethical standards of the process and achieving a year-on-year growth in the reported statistics (of the placement report).



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### **3. Hindi Officer - Official Language (On contract)**

**Tenure: Two Years (Extendable based on the institute's need and candidate's performance)**

**Salary:** Consolidated salary will be fixed between Rs. 55,000/- and Rs. 70,000/- per month based on experience and qualification.

**Upper Age Limit: 63 years**

**Essential Qualification:**

- Master's degree from a recognized University in Hindi, with English as a compulsory elective or subject or as a medium of examination at the degree level;  
(OR)
- Master's degree from a recognized University in English, with Hindi as a compulsory elective or subject or as a medium of examination at the degree level;  
(OR)
- Master's degree from a recognized University in any subject other than Hindi or English, with Hindi and English as compulsory or elective subjects at the degree level;  
(AND)
- Should know Hindi typing.

**Preferable Qualification:**

- Recognized diploma/certificate course in translation from Hindi to English & vice versa is preferable as an additional qualification.

**Essential Experience:**

- Should have experience in translation work from English to Hindi & vice-versa.
- Should have at least 8 years of experience supervising Hindi-related activities in reputed organizations.

**Preferable Experience:**

- The applicant working in academic institutions of National or State Importance / PSUs or Autonomous Institutes in compliance with the official language Implementation Act.

**Other Skills and Abilities:**

- Proficiency with Office Automation tools in English and Hindi.
- Working knowledge of MS Word and MS PowerPoint is a must and knowledge of using MS Excel is expected.
- Excellent communication and wide knowledge of Hindi and English vocabulary; should be fluent in English and Hindi.

**Job Profile:**

- Implement the Official Language in all sections
- Responsible of all Official Language activities, and follow the process as per the requirement of the Committee of Parliament on official language and other works related to Hindi Monitoring and Implementation of the Official Language
- Translation of IIMT website in Hindi language
- Coordination/Preparation for Rajbhasha related inspections conducted time to time by the Ministry for Education, Parliamentary Committee on Official Language and Official Language Department
- Ministry for Home Affairs, Government of India for the better implementation of Official Language & achieve the targets



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- Prepare action plans in accordance with the annual program issued by the Official Language Department, Ministry for Home Affairs, Government of India for the implementation of Official Language in the Institute
- To acquaint officers and staff of Institute with the Official Language Act, Rules and other important orders related to the implementation of Official Language and to assist and help them in the implementation of the same
- Vetting of all the translated documents, annual report/citations/research documents, etc.,
- Organization of Hindi Day/ Hindi Fortnight/ Hindi Week/Hindi Diwas for the dissemination of Official Language & holding Hindi Workshops for the employees to acquaint them with the Rajbhasha policy of the Government of India
- Any other tasks assigned as per the requirement of the institute.

#### **4. Hindi Supervisor (on contract)**

**Tenure: Two Years (Extendable based on the institute's need and candidate's performance)**

**Salary:** Consolidated salary will be fixed between Rs. 30,000/- and Rs. 40,000/- per month based on experience and qualification.

**Upper Age Limit: 40 years.**

#### **Essential Qualifications:**

Master's degree of a recognized University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level;

(OR)

Master's degree of a recognized University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level;

(OR)

Bachelor's Degree of a recognized University with Hindi and English as compulsory/elective subjects plus recognized Diploma or Certificate course in translation from Hindi to English and vice versa or two years post qualification experience of translation work from Hindi to English and vice versa in Central / State Government Offices, including Government of India Undertakings.

#### **Essential Experience:**

Two years' post qualification experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions/organizations.

(OR)

Two years' post qualification experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations /PSUs / Universities or recognized research or educational institutions.

#### **Desirable:**

- Recognized Diploma or Certificate course in translation from Hindi to English & vice-versa or three years' experience of translation work from Hindi to English and vice versa in any organization.



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- Knowledge of Sanskrit / or a modern Indian language.
- Administrative experience of organizing Hindi classes or workshops for noting and drafting.
- Knowledge of Computer Applications.

### Job Profile:

- Translation work from English to Hindi and vice-versa of the various letters, orders, training material, forms, circulars, manuals, articles, annual reports, etc., used in various sections of the Indian Institute of Management Tiruchirappalli (IIMT), etc.
- Maintaining files and records for translation of all the official documents relating to Hindi.
- To prepare drafts, notes, write-ups, etc. (digitally & manually) for maps, atlases & other publications in Hindi.
- Assist the Chief Administrative Officer in dealing with correspondence with the Ministry and other central government organizations and in other activities and for smooth conduct of Hindi Day/ Hindi Fortnight/ Hindi Week, etc.
- Assist the Hindi Officer (Official Language) in implementing the Official Language in all sections, and take care of all Official Language activities.
- Vetting of all the translated documents, annual report/citations/research documents, etc.,
- To attend to other duties as may be assigned.

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### Note:

The number and nature of positions may change / vary during the recruitment process. The Institute reserves the right to fill or not to fill some or all the advertised positions. The Institute reserves the right to add more position(s) by releasing a corrigendum under the same recruitment notification before the last date for submission of applications.

All recruitment and pay-fixation shall be done, only on the recommendations of the duly constituted Selection Committee. The decision of the Appointing Authority shall be final. There shall be no scope for fixing or altering pay outside the Selection Committee.

## **INSTRUCTIONS TO THE CANDIDATES**

### General Instructions:

1. Candidates must be citizens of India.
2. Candidates should apply through the online portal of the institute: <https://www.iimtrichy.ac.in/careers-non-teaching>. The last date and time for submission of online application is 15.11.2024 till IST 05.30 pm. No correspondence for relaxation in this regard shall be entertained by the Institute and delay if any due to any reason will not be entertained.
3. Candidates should follow the prescribed procedure for submission of online applications. The candidates shall upload a copy of the following relevant documents in the sequence mentioned below:
  - a) Certificates of educational qualifications should be in chronological order i.e. SSLC, HSC, Diploma, UG Degree, PG Degree, Ph.D., Mark sheets of all semesters/years / consolidated mark sheet in proof of required percentage acquired in the minimum educational qualification prescribed for the post applied.
  - b) Certificate of Date of Birth (SSLC Certificate only).





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- c) Valid Category certificate (SC/ST/OBC/EWS/PwD/Ex-servicemen etc.), if applicable.
- d) Certificates of experience should be in reverse chronological order and proper format i.e., it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
- e) Salary certificates towards their experiences with the breakup of the salary to enable comparison with the scales and pay of the Government indicated against each post wherever required.
- f) A certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
4. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if the higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for a written test / Skill Test /Trade Test / Interview.
5. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Committee/Competent Authority will determine the relevancy of experience and its decision shall be final and binding.
6. In the case of candidates desirous to apply for more than one post, a separate application for each post should be submitted.
7. The Institute reserves the right to reject any or all the applications without assigning any reasons therefor.
8. The Institute reserves the right to act and take decisions as deemed fit, in all matters relating to (i) eligibility; (ii) acceptance or rejection of the application; (iii) incomplete or incorrect information (if any) furnished by the applicant; (iv) shortlisting and selection; (v) offer of appointment. No request or correspondence of any kind in this regard would be entertained.
9. Calling a candidate for Written Test / Skill Test/Trade Test / Interview merely indicates that it is felt that he/she with others may be suitable for the post and conveys no assurance whatsoever that he/she will be recommended or selected, or his/her conditions specified in the application will be accepted.
10. Candidates will be short-listed for Written Test / Skill Test/Trade Test / Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. Any information given by them or any claim made by them in their online applications is found to be false at any subsequent stage or at the time of the Written Test / Skill Test/Trade Test / Interview, their candidature will be liable to be rejected.
11. The Institute shall verify the antecedents or documents submitted by the candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be liable to be terminated.
12. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
13. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondences will be made by the Institute through e-mail only. Written Test / Skill Test/Trade Test / Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their



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registered e-mail and will also be posted on the recruitment portal of the Institute. **No separate letter by post will be sent for this purpose.** Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendment will be announced on the recruitment portal only.

14. The appointment of the selected candidates is subject to medical fitness as per the norms.
15. Application forms incomplete in any way or not having required educational / experience certificates or the latest photograph are liable to be rejected without intimation.
16. All details furnished in the online application will be treated as final and no changes shall be entertained later at any stage. Applicant will be solely responsible for the entries made in the application form.
17. No TA / DA shall be paid to the candidates attending the selection processes/certificate verification except PwBD candidates who may avail the reimbursement as per the Government / Institute norms.
18. No vigilance or disciplinary case should have been contemplated, initiated, pending or taken against the candidate as on the date of submitting the applications. Such candidates would be ineligible and hence should not apply. If such a development arises after the candidate submits the application, the Institute must be promptly notified.
19. The candidates should not have faced any action by any law enforcement agency and should not have been convicted by any Court of Law, either in India or abroad.
20. Age and experience requirements shall be reckoned as on the closing date of the advertisement.
21. Age relaxation for PwBD/Ex-Servicemen applicants shall be applicable as per Government of India norms. For any claim of Age Relaxation/ Reservation, applicants are required to produce/ submit a Certificate issued in the prescribed format under the relevant rules/notification and signed only by the permitted authority with seal as per applicable latest Government of India orders in this regard. All such claims are also liable for independent verification by the Institute at any time.
22. Terms and Conditions for Persons with benchmark Disabilities (PwBD) is as per the Rights of Persons with Disabilities Act, 2016, December 27, 2016 (A) Definition of Persons with benchmark Disabilities (PwD) as per section 31 (4) of the Act. Degree of Disability for reservation: Only such persons would be eligible for reservation who suffer from not less than 40 percent of relevant disability. Applicants have to submit a Disability Certificate issued by a Medical Board constituted either by the Central or State Government, no other certificate will be accepted
23. Only the date of birth indicated in the SSLC Certificate will be accepted. No subsequent request for change shall be entertained under any circumstances.
24. Original documents, along with one set of self-attested copies will have to be produced at the time of certificate verification. All related certificates, in original, proving the eligibility are mandatory to be produced during document verification. Without original certificates, the candidature shall be out rightly rejected at the time of document verification.
25. The Applicant must ensure that he/she fulfills all the eligibility conditions for the post applied.
26. All educational qualifications must be from a recognized Board/University/Institute only.
27. All Certificates, Degrees, and other documents for educational qualification, professional and technical qualification, work experience, etc., should be produced in original at the time of the selection





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process, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the further selection process.

28. Applications received after the stipulated last date or incomplete in any respect will not be entertained and no further correspondence will be made in this regard.

29. The Institute will retain the data of applications received for non-shortlisted applicants only for three months after completion of the recruitment process.

30. The candidates applying for any post(s) should ensure that they fulfill all the eligibility conditions for the post(s). Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for the selection process.

31. All the appointments are subject to verification of academic qualifications, experience, conduct, community certificates, medical fitness followed by police verification of the selected applicants. During the period of Institute service, if the Institute, on its verification, finds any discrepancy in the claims made by the applicant, besides departmental proceedings, suitable legal action shall also be initiated as per Government of India Rules.

32. Amendments, corrigenda (if any), will be placed on the Institute website only. Candidates are advised to visit the website of IIM Tiruchirappalli regularly for updates.

33. IIM Tiruchirappalli strives to have a workforce which has equal respect for all the genders.

34. Photograph: One recent (not earlier than three months from the date of application) colour passport size photograph with a clear front view of the applicant without a cap should be uploaded while filling the online application form. Identical extra colour passport size photograph as uploaded on the online application should be kept for verification as required by the Institute. Applicants may note that the Institute may reject the candidature at any stage for uploading old/unclear photograph on the online application form and at variance from the actual physical appearance of the applicant.

35. Applicants must carry at least one photograph bearing Identity Proof, in original, such as Driving Licence, Voter ID Card, Aadhar Card and Passport to the examination centre, failing which they shall not be allowed to appear for the examination.

36. The Institute reserves the right to fill or not to fill any or all the posts.

37. The decision of the Institute regarding conduct of examination, verification of documents and selection shall be final and binding on all applicants. No representation/ correspondence will be entertained in this regard.

38. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview, and reasons for not being called for the selection process.

39. No accommodation will be provided by the Institute to attend the selection process.

40. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of the appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.

41. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Institute shall be final and binding.

42. Canvassing in any form will disqualify the candidates.

43. All the contract positions are purely contractual in nature and for the limited time period. No claims can ever be made for regularizing these positions.

44. The incumbent may be transferred to any department or location as per the need of the institute.

45. At the time of joining, relieving letter from the previous employer needs to be submitted.



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46. The Age and Qualifications are relaxable at the discretion of the appointing authority, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.
47. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Tiruchirappalli.

### **Disqualification:**

- a. If a candidate is found ineligible at any stage of the recruitment process, he/she will be disqualified, his/her candidature will be cancelled and if selected, the offer of appointment may be cancelled, withdrawn; or service terminated forthwith without any compensation along with applied recovery and with no liability for the Institute, whatsoever. Suppressing any information (in whole or part) or submitting false or misleading information (in whole or part) may lead to similar penal action at any stage of recruitment.
- b. Issuance of letter (if any) for attending the selection process will not confer any right of appointment.
- c. In case of any inadvertent error in the process of selection which may be detected at any stage even after the issue of offer of appointment, the Institute reserves the right to withdraw, cancel, or modify any communication, offer or appointment made to the candidate, without incurring any liability whatsoever.
- d. Canvassing in any form will be a disqualification.

### **Action against applicants found guilty of misconduct:**

Applicants are warned not to furnish any particulars that are false or suppress any material information while filling in the application form. Applicants are also warned that they should in no case attempt to alter or otherwise tamper with any entry in a document or the attested certified copy submitted by them nor should they submit a tampered/fabricated document. Without prejudice to criminal action, wherever necessary, the candidature will be summarily cancelled/debarred at any stage of the recruitment in respect of applicants in case of any of the following:

1. Making wrong declarations and giving mis-interpretation of the facts in the application.
2. Obtaining support for his/her candidature by any means.
3. Impersonate/Procuring impersonation by any person.
4. Submitting fabricated documents or documents which have been tampered with.
5. Making statements that are incorrect or false or suppressing material information.
6. Candidature can also be cancelled at any stage of the recruitment on any other ground that the Institute considers to be sufficient cause for cancellation of candidature.

### **Selection Process:**

Screening of online applications received may be done to restrict the number of applicants to be called for the selection process. The Institute at its discretion may restrict the number of applicants to be called for at any stage of the selection process.

1. List of shortlisted applicants to be called for the selection process on a given date and time, will be published on the Institute's recruitment website only. Such applicants may also be intimated on their registered email address. No communication in this regard will be made through hard copy. No request for a change of date/venue of the selection process by individual applicants will be entertained under any circumstances.



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2. The Institute may decide to conduct a selection process comprising multiple stages of selection. Details of the selection process will also be published along with the list of shortlisted candidates.
3. All details related to the recruitment process shall be available on the Institute's recruitment website only. Applicants are advised to keep a regular watch on the Institute's website for any updates. No separate communication in any form shall be made in this respect.
4. Screening of applications will be done as per the conditions laid down by the duly constituted Screening Committee.
5. Canvassing in any manner would entail disqualification of the candidature.
6. The list of shortlisted applicants shall be published on the Institute's recruitment website only for participating in the selection process.

### **Documents/ Certificate to be enclosed/produced:**

The following documents/certificates, in original along with one set of photocopies, are required to be brought along with a printout of the online application at the time of appearing in the selection process, failing which the candidature would be summarily rejected and the applicant would be debarred from participation in the further selection process.

1. Matriculation / 10th Standard or equivalent certificate indicating date of birth, or mark sheet of Matriculation / 10th Standard or equivalent issued by Central / State Board indicating Date of Birth in support of their claim of age. Where date of birth is not available in certificate/mark sheets issued by concerned Educational Boards, a school leaving certificate indicating date of Birth will be considered.
2. Higher Secondary / Class XII (or equivalent) board marks sheet.
3. UG / PG Degree / Diploma certificate (whichever is applicable) along with mark sheets pertaining to all the academic years as a proof of educational qualification claimed.
4. The Community certificates in the proforma prescribed and issued by the DOPT, Govt. of India vide letter no.F.No.36028/1/2014-Estt. (Res.) dated 3rd September, 2015 will only be accepted as sufficient proof in support of an applicant's claim for being Schedule Caste / Schedule Tribe / Other Backward Class. Relevant Caste / Tribe / Community certificates are required to be submitted with duly completed application form. No other certificate will be accepted as sufficient proof.
5. Divyaang (PwD) applicants shall be required to submit the Disability/Medical Certificate in the proforma prescribed and issued by the competent medical authorities for the purpose of employment as per Government of India norms with a duly completed application form. Persons suffering from not less than 40% of the disability shall only be eligible for the benefit of reservation under this category. The certificate will be rejected if the disability is less than 40%. The Divyaang certificate must be produced in the prescribed proforma issued by the Medical Board constituted either by the Central or State Government.
6. Ex-servicemen applicants shall be required to submit the relevant certificates in the prescribed proforma.
7. Photo identity card (in original, such as Aadhaar Card / Passport / Driving Licence / Voter ID Card).
8. Any other relevant documents in support of the entries filled in the application form.

### **How to Apply:**

Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website: <https://www.iimtrichy.ac.in/careers-non-teaching> on or before 15.11.2024.



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1. Applicants are required to thoroughly go through the notification, terms and conditions, check eligibility, and then apply.
2. Applicants are required to apply online on the recruitment portal of the Institute's recruitment website: <https://www.iimtrichy.ac.in/careers-non-teaching> from **19.10.2024 to 15.11.2024 (05.30 pm)**. Applicants may click on the online application link, read the instructions carefully, and fill in the online application form giving accurate information. If the online application is not successfully completed, the applicant is required to register again. Applicants after successful submission of online application must keep a copy of the finally submitted online application, which they will be required to produce as and when asked for during the selection process. Incomplete applications shall not be accepted and summarily rejected.
3. No request for change in any data entered by the applicant will be entertained once the online application is submitted successfully. While applying online, applicants need to upload a scanned copy of their recent passport size colour photograph & signature. Applicants called for the selection process will be required to produce his / her original certificates, a copy of the same photo, and other relevant documents as mentioned in the online application form.
4. The Institute will not be responsible for any applicant for not being able to submit his/her online application within the last date on account of system error or any other reasons.
5. Candidate has to upload the following documents at respective tabs while applying.
  - a. SSLC Certificate
  - b. HSC Certificate (if applicable)
  - c. Diploma / UG / PG Degree Certificate, whichever is applicable.
  - d. Experience Certificates
  - e. Community Certificate (if applicable).
  - f. Recent passport-size colour photograph.
  - g. Scanned copy of the Signature

After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for Written Test/Skill Test/Trade Test/Interview. The Hard copy of the application is NOT to be sent to the Institute.

**Sd/-**  
**Chief Administrative Officer i/c**