

Advertisement No. EST-II/A-02/2025/002

Dated: 22.08.2025

Career Opportunities

Indian Institute of Management Tiruchirappalli is an Institute of National Importance 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:

Sl. No.	Name of the position	No. of vacancy
1.	Manager – Business Development (Placements)	1
2.	Maintenance Engineer (Power Generation)	1
3.	Assistant Manager (EEC Development Activities)	1
4.	Personal Assistant for Director's Office	1
5.	Hindi Supervisor	1
6.	Programme Assistant (Trichy Campus)	1
7.	Programme Assistant (Chennai Campus)	1
8.	Secretarial Assistant	1
9.	Executive Assistant	1
10.	Maintenance Technician (Power Generation)	1
11.	Academic Associate	6
12.	Graduate Engineer Trainee (IT)	1
13.	Multi-Tasking Staff	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 out 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 the online portal of IIM Tiruchirappalli on or before **September 22nd, 2025, 5.30 pm.**

Application submitted through any other mode will not be considered.

Important Dates:

Sl. No.	Details	Date
1.	Date of advertisement	August 22nd, 2025
2.	Opening date for online application	August 22nd, 2025 (11.00 am)
3.	Closing date for submission of online application	September 22nd, 2025, 5.30 pm

Non-teaching posts on a contract basis in IIM Tiruchirappalli
(Advertisement No. EST-II/A-02/2025/002, Dated:20.08.2025)

1. Manager – Business Development (Placements) - On Contract

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

Salary: Consolidated monthly salary will be Rs. 1,25,000/-, which is negotiable for deserving candidates. The final salary fixation will be done based on the recommendation of the Selection Committee.

Upper Age Limit: 50 years.

Educational Qualification and Experience:

1. An MBA Degree from a recognized University/Institute. Tier I/II/III institute is preferred but not mandatory.
2. Post-qualification, at least 3 years of experience in business development, campus placements, corporate HR, or B2B sales.

Mandatory Requirement:

1. Excellent verbal and written communication skills with the ability to engage senior decision-makers.
2. Self-starter with strong interpersonal skills and demonstrated persistence in lead conversion.
3. Willingness to travel extensively (10–15 days/month across metro cities).

Desirable:

1. Corporate experience in Tier I cities (not limited to Bengaluru or Hyderabad) is highly desirable
2. Candidates with prior experience working in a placement office (either as a student or a professional) will be preferred.

Position Overview:

The Indian Institute of Management Tiruchirappalli is seeking a dynamic and goal-oriented professional to join its Placement Office as Manager – Business Development (Placements). This role is central to expanding our corporate engagement for placements and requires a strategic thinker who can work in a high-performance environment. The position is based at IIM Tiruchirappalli Main Campus, with potential travel and work requirements at other locations across India.

The ideal candidate will demonstrate strong communication skills, a deep understanding of recruitment and placement dynamics (at the MBA level in an IIM), and the drive to grow our recruiter base through persistent outreach and relationship-building with senior industry leaders. The role involves frequent travel and close coordination with internal and external stakeholders.

Key Responsibilities:

Strategic Outreach & Recruiter Engagement:

- Design and execute a structured B2B outreach strategy aligned with institutional placement goals.
- Build and nurture long-term partnerships with CHROs, CXOs, and Talent Acquisition leaders.
- Initiate contact with a minimum of 250 companies per year, targeting a 20% conversion rate.
- Schedule and conduct 10–15 physical meetings or 15+ virtual interactions per week. Prioritize outreach to firms aligned with our average CTC (₹19–₹20 LPA) and a minimum threshold of ₹10 LPA (fixed) compensation.
- Develop and maintain a recruiter engagement tracker and share progress in weekly reports with the Chairperson and Placement Office.

Placement Strategy & Conversion:

- Proactively support the placement of Quartile 4 (Q4) students by targeting a diverse range of recruiters.
- Share relevant student profiles, maintain follow-ups, and facilitate recruiter-student connects.
- Collaborate with the student placement committee and faculty for lead generation and recruiter readiness.
- Share market intelligence to align curriculum and placement preparation with recruiter expectations.

Institutional Branding & Representation:

- Represent IIM Tiruchirappalli at corporate events, job fairs, and recruiter conferences.
- Support high-level outreach efforts involving the Chairperson, Deans, or Director for CXO-level engagements.
- Identify and invite senior industry leaders as Guests of Honour for institutional events such as Foundation Day, Convocation, etc.
- Volunteer for key Institute events and initiatives as needed.

Performance Metrics:

- Number of unique companies contacted and converted.
- Number of job descriptions (JDs) shared and offers secured.
- Conversion rate from recruiter contacts to actual placements.
- Progress in Q4 student placement.

The selected person will be responsible for carrying out any other responsibilities as assigned by the Chairperson, Placement.

2. Maintenance Engineer (Power Generation) - On contract

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

Salary: Consolidated monthly salary will be fixed between Rs. 45,000/- and Rs. 55,000/- based on experience and qualification. The final salary fixation will be done based on the recommendation of the Selection Committee.

Upper Age Limit: 40 years.

Educational Qualification and Experience:

1. Bachelor's degree in 'Electrical Engineering' or 'Electrical and Electronics Engineering' from a recognized University/Institute.
2. Post-qualification relevant experience of at least 5 years in electrical maintenance & operations (Solar, HT, LT, and/or DG yard) in a reputed organization.
3. Possession of a "C" License.
4. Strong understanding of Solar Plant, Diesel Generators, Electrical, and Mechanical systems.
5. Knowledge of computer operations.

Desirable:

1. Relevant experience: Experience in any institutes of national/international repute or organizations.
2. Problem-Solving Skills: Ability to identify and resolve complex technical issues.
3. Communication Skills: Effective communication with team members and stakeholders.

Job Description:

Solar Plant Maintenance:

The role of a Maintenance Engineer is crucial for ensuring the efficient operation of a solar power plant. The key responsibilities are given below, and these responsibilities highlight the importance of proactive maintenance, technical expertise, and collaboration in ensuring the smooth operation of solar power plants:

Key Responsibilities:

1. Regular Monitoring and Inspection: Daily, weekly, and monthly activities to ensure optimal performance and identify potential issues early.
2. Preventive and Corrective Maintenance: Scheduling and execution of maintenance tasks to prevent downtime and optimize energy production, including preventive activity breakdown and annual shutdown maintenance.
3. Troubleshooting and Repair: Identifying and resolving issues with solar panels, inverters, and other equipment to minimize downtime and ensure continuous operation.
4. Transformer Maintenance: Performing preventive maintenance on transformers, including testing such as IR Value, Ratio test, Magnetic Balance test, and Open & Short Circuit Test.
5. Equipment Maintenance: Monitoring plant equipment and string monitoring systems, maintaining cabling, string monitoring boxes, connectors, earth switches, isolators, and HT panels, as well as UPS and battery banks.
6. Collaboration with OEM Vendors: Coordinating with original equipment manufacturers for equipment maintenance, warranty claims, and technical support.

7. Performance Analysis: Monitoring and analyzing system performance to identify areas for improvement and optimize energy production.
8. Safety Compliance: Ensuring all maintenance activities comply with safety regulations and standards to protect personnel and equipment.
9. Liaison: Act as a liaison between our organization and TANGEDCO (Tamil Nadu Generation and Distribution Corporation) for power generation and related activities.
10. Reports Generation: Preparing monthly and daily generation reports related to availability, performance, and other key metrics.

Diesel Generator (DG) Yard and Diesel Yard Maintenance:

The Maintenance Engineer is responsible for ensuring the reliable operation and maintenance of diesel generators in a yard. The key responsibilities are given below:

1. Regular Maintenance: Perform routine inspections and maintenance on DG sets to ensure optimal performance and reliability.
2. Troubleshooting: Identify and resolve issues with DG sets, including electrical and mechanical problems.
3. Preventive Maintenance: Schedule and execute preventive maintenance tasks to prevent downtime and ensure a continuous power supply.
4. Performance Optimization: Monitor and analyze DG set performance to identify areas for improvement and optimize efficiency.
5. Safety Compliance: Ensure all maintenance activities comply with safety regulations and standards.
6. Collaborate with teams: Work with operations, facilities, and other teams to ensure seamless power supply.

Additional Responsibilities:

1. Record Keeping: Maintain accurate records of maintenance activities, repairs, and inspections.
2. Collaboration: Work with other teams, such as operations and facilities, to ensure a seamless power supply.
3. Budgeting: Assist in budgeting for maintenance and repair activities.
4. Vendor Management: Coordinate with vendors for equipment maintenance, repairs, and warranty claims.
5. The above Job Description is indicative and not exhaustive. The selected person will be responsible for carrying out any other responsibilities as assigned by the reporting officer.

3. Assistant Manager (EEC Development Activities) - On Contract

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

Salary: A consolidated monthly salary will be Rs. 55,000/-.

Upper Age Limit: 50 years. An applicant should not have completed 50 years of age on the last date of application.

Educational Qualification and Experience:

1. Degree in any Discipline from a recognized University/Institute with knowledge of Computer Operations.
2. 10 years of experience with at least 5 years of relevant post-qualification experience in handling business development, corporate training activities, etc.

Desirable Qualifications:

1. Exposure to marketing Executive Education Programmes is desirable, and those having a similar experience at institutes such as IIM, IITs, NITs, etc., or Premier B schools will be preferred.
2. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx)
3. Post-graduate Degree in any discipline with a Post-Graduate Diploma in Management in any specialization with knowledge of Computer Operations.

(OR)

Post-graduate Degree in Management (MBA or equivalent) in any specialization with knowledge of Computer Operations

(OR)

Engineering Degree with a Degree/ Diploma in Management in any specialization with knowledge of Computer Operations. The degree should be obtained from a recognized university/institute.

Key skills expected:

- Excellent Verbal and Written English Communication.
- Good attention to detail and a logical thought process to analyze qualitative and quantitative data.
- Design and Development of marketing and communication materials.
- Drafting of requests for proposals (RFP) and responding to the RFPs.
- Effective executive communication skills to manage and grow clients.
- Ability to work well under pressure.
- Flexibility to adjust work hours during the Programmes.
- Proficiency in the usage of MS PowerPoint, Excel, and Word.

Job Description:

1. Promotion of Management Development Programmes (MDPs) and In-Company training programmes through various means to reach out the clients by writing a letter, emails, telephonic conversations, printing and distributing programme brochures, understanding the current trends in the training market, getting data on the training budget of prominent organizations, understanding the best practices of comparable institutes, etc., and help conducting the programmes smoothly.
2. Taping the training space and opportunities for optimum use of facilities available in IIMT Chennai Centre.
3. Any other tasks assigned as per the requirements of the institute.

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

4. Personal Assistant for Director's Office (On Contract)

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

Salary: Consolidated monthly salary will be fixed between Rs. 45,000/- and Rs. 50,000/- based on experience and qualification. The final salary will be fixed based on the recommendation of the Selection Committee.

Upper Age Limit: 40 years.

Educational Qualification and Experience:

1. Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level (50% marks);
OR
2. Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level (50% marks);
OR
3. Bachelor's Degree of a recognized University (50% marks) 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.
AND
4. Post-qualification experience of at least 3 (three) years of relevant work in a large private/public sector undertaking or academic institution, supporting the office of senior officers.

Required Skills:

- Should have sound knowledge of basic computer operations (Proficiency in MS Office, especially Word, Excel, and PowerPoint), Internet browsing, etc.
- Should be excellent in oral and written communication in English and Hindi.
- The candidate should have a typing speed of English at 35 wpm and Hindi at 30 wpm.

Desirable:

- Knowledge of the Vernacular language.
- Diploma in Secretarial/Commercial Practice from any recognised Institute.
- Knowledge of the government system and rules.
- 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 Bodies / Statutory Organisations / PSUs/ Universities or recognised research or educational institutions/organisations.
- Experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Bodies / Statutory Organisations / PSUs / Universities, or recognised research or educational institutions.

Job Description:

To perform secretarial & related functions in the Director's Office of the Institute in day-to-day activities that include, but are not limited to, the following:

- To support the Director's Office in managing activities such as managing appointments, email management, file processing, managing phone calls, arranging travel, etc.
- To organise meetings, take notes, and draft minutes of meetings.
- Drafting and sending communications in the Director's Office.
- To prepare correspondence and other documentation, including supporting academic writing as required in the Director's Office, including PowerPoint presentations, reports, and spreadsheets.
- To provide a fully confidential and efficient filing system in the Director's Office.
- Any other job assigned by the Director from time to time.
- Drafting and Noting in Hindi

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

5. Hindi Supervisor (On Contract)

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

Salary: Consolidated monthly salary will be fixed between Rs. 30,000/- and Rs. 40,000/- based on experience and qualification. The final salary will be fixed based on the recommendation of the Selection Committee for the deserving candidate.

Upper Age Limit: 40 years.

Educational Qualification and Experience:

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 (50% marks);

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 (50% marks);

OR

Bachelor's Degree of a recognized University (50% marks) 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.

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.

C. Desirable:

1. 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.
2. Knowledge of Sanskrit / or a modern Indian language.
3. Administrative experience of organizing Hindi classes or workshops for noting and drafting.
4. Knowledge of Computer Applications.

Job Description:

1. 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.
2. Maintaining files and records for the translation of all the official documents relating to Hindi.
3. To prepare drafts, notes, write-ups, etc. (digitally & manually) for maps, atlases & other publications in Hindi.
4. Vetting of all the translated materials, annual report, etc., in the Hindi cell.
5. Opening and recording of all the files pertaining to the Hindi cell.
6. Organising & handling Hindi classes for the employees of IIMT.
7. To extend all sorts of Hindi assistance to all the sections.
8. Support/Training to staff members for the usage of the Hindi language.
9. Conducting Hindi workshops and Training programmes.
10. Monitoring and Implementation of the Official Language.
11. Translation of the IIMT website into the Hindi language.
12. Assist the Chief Administrative Officer to deal in correspondence with the Ministry and other central government organisations, and in other activities and for the smooth conduct of Hindi Day/ Hindi Fortnight/ Hindi Week, etc.
13. To acquaint officers and staff of IIMT with the Official Language Act, Rules, and other important orders relating to the implementation of the Official Language and to assist and help them in the implementation of the same.
14. To ensure proper compliance with the provisions of the Official Language Act and the orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in the IIMT.
15. Prepare action plans in accordance with the annual programme for the implementation of the Official Language and to achieve the targets in the implementation of the Official Language.
16. To attend to other duties as may be assigned.

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

6. Programme Assistant – Trichy Campus (On Contract)

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

Salary: Consolidated monthly salary will be fixed between Rs. 40,000/- and Rs. 45,000/- based on experience and qualification. The final salary will be fixed based on the recommendation of the Selection Committee.

Upper Age Limit: 50 years.

Educational Qualification and Experience:

1. Graduate degree in any discipline with at least 50% marks from a recognised university/institution with a consistently good academic record and the ability to supervise office and other administrative work. A PG degree / PG Diploma in Management is desirable.
2. At least 5 years of relevant post-qualification work experience with an independent role/individual contributory role/ supervisory or executive role in a reputed Management Education Institute / University/ College / Private organisation of national/international repute.

Desirable: Experience in an IIM / IIT / and any other reputed educational institutes will be preferred.

Skill Requirements:

- Knowledge of computer operations
- Good communication skills, both verbal and written
- Good typing skills
- Proficiency in MS Office, especially Word, Excel, and PowerPoint
- Comfortable working with numbers and data.
- Able to multitask when the situation demands

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

Job Description: Will be placed at the IIM Tiruchirappalli Campus. Will be responsible for all the academic and administrative activities of the respective programme office, such as planning and carrying out activities related to programme admissions, academic administration, providing support to faculty in academic activities and facilitating smooth functioning of the academic programmes. Will be required to work on Sunday as well, based on the requirement of the Institute. A weekly off will be available on one of the Weekdays between Monday and Saturday if she/he is required to perform duty on Sunday.

7. Programme Assistant Chennai Campus (On Contract)

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

Salary: Consolidated monthly salary will be fixed between Rs. 45,000/- and Rs. 50,000/- based on experience and qualification. The final salary will be fixed based on the recommendation of the Selection Committee.

Upper Age Limit: 50 years.

Educational Qualification and Experience:

1. Graduate degree in any discipline with at least 50% marks from a recognised university/institution with a consistently good academic record and the ability to supervise office and other administrative work. A PG degree / PG Diploma in Management is desirable.
2. At least 5 years of relevant post-qualification work experience with an independent role / individual contributory role / supervisory or executive role in a reputed Management Education Institute / University / College / Private organisation of national/international repute.

Desirable: Experience in an IIM / IIT / and any other reputed educational institutes will be preferred.

Skill Requirements:

- Knowledge of computer operations
- Good communication skills, both verbal and written
- Good typing skills
- Proficiency in MS Office, especially Word, Excel, and PowerPoint
- Comfortable working with numbers and data
- Able to multitask when the situation demands

Job Description: Will be placed at the Chennai Campus of IIM Tiruchirappalli. Will be responsible for all the academic and administrative activities of the Chennai Campus, such as planning and carrying out activities related to programme admissions, academic administration, providing support to faculty in academic activities and facilitating smooth functioning of the academic programmes and the Chennai Campus.

Working hours at the IIM Trichy Chennai Campus*:

Monday to Friday: 11:00 AM to 07:00 PM

Saturday and Sunday: 08:30 AM to 09:30 PM

The role requires working on Saturdays and Sundays, with shifts starting either in the morning or in the afternoon. A weekly day off will be provided on one of the weekdays (Monday to Friday).

**Subject to change based on Academic and Institutional requirements in the future.*

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

8. Secretarial Assistant (On Contract)

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

Salary: A Consolidated monthly salary will be Rs. 35,000/-.

Upper Age Limit: 40 years.

Educational Qualification:

- Degree in any Discipline from a recognized university/institute with knowledge of Computer Operations.

Experience:

- At least two years of post-qualification experience in a secretarial or executive assistant role.

Skill Requirements:

- Knowledge of computer operations
- Good communication skills, both verbal and written
- Good typing skills
- Proficiency in MS Office, especially Word, Excel, and PowerPoint
- Comfortable working with numbers and data.
- Able to multitask when the situation demands

Desirable:

- Work experience in similar roles in an educational institution
- Knowledge of the government system and rules
- Knowledge in creative software such as Adobe Creative Suite

Job Description:

Provide secretarial assistantship to the reporting person that includes, but is not limited to, the following:

- Supporting the reporting person in managing the office activities such as email management, file processing, managing phone calls, arranging travel, etc.
- Organizing meetings, taking notes, and drafting minutes of meetings.
- Drafting and sending communications on behalf of the reporting person.
- Working on project-based tasks assigned by the reporting person.
- Responsible for advising the reporting person of impending internal and external work deadlines.
- Prepare correspondence and other documentation as requested by the reporting person, including PowerPoint presentations, reports, and spreadsheets.
- Initiate and build relationships/networking chains with external bodies for the reporting person.
- Provide a fully confidential and efficient filing system for the reporting person.
- Other tasks assigned by the reporting person.

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

9. Executive Assistant (On Contract)

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

Salary: Consolidated monthly salary will be fixed between Rs. 35,000/- and Rs. 40,000/-. The final salary will be fixed based on the recommendation of the Selection Committee.

Upper Age Limit: 35 years.

Educational Qualification:

- Post-Graduate degree in any Discipline from a recognized university/institute with knowledge of Computer Operations.

Experience:

- At least two years of post-qualification experience in academic administration/student-related activities in any reputed Institutes/University/Colleges.

Desirable:

- Experience in institutes of repute like IIMs, IITs, NITs, IISER, etc., will be preferred.

Key Skill Expected:

- Proficiency in Computer operations and the Internet.
- Strong interpersonal, oral, and written communication skills.
- Ability to work with Office-Automation tools.
- Confident and self-motivated.
- Should be good at Typing.

Job Description:

- Serving as a resource for students seeking information or assistance with issues related to student activities on campus
- Handling crisis situations effectively, including mental health crises, emergencies, or conflicts
- Organizing workshops, events, and campaigns to raise awareness about mental health, stress management, and other relevant topics.
- Supporting the needs and concerns of students and working to create an inclusive and supportive campus environment.
- Coordinating with faculty, staff, and external organizations to develop and implement programs
- Provide support and coordination for student clubs and committees in organizing various activities, including:
 - Games and sports
 - Extra-curricular activities
 - Literary activities
 - Cultural events
- Foster a good professional relationship with the student community

- Oversee mess operations to ensure:
 - Seamless food services
 - Healthy food options for students
- Manage hostel operations to ensure a comfortable stay for students.
- Participate in community service projects by visiting local villages with the social responsibility club.
- Coordinate with stakeholders to ensure smooth execution of student activities and day-to-day office operations.
- Liaise with external wellness partners to provide mental and emotional health support to students.

10. Maintenance Technician (Power Generation) - On contract

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

Salary: Consolidated monthly salary will be fixed between Rs. 30,000/- and Rs. 35,000/- based on experience and qualification. The final salary will be fixed based on the recommendation of the Selection Committee.

Upper Age Limit: 40 years.

Educational Qualification and Experience:

1. Bachelor's degree in 'Electrical Engineering' or 'Electrical and Electronics Engineering' from a recognized University/Institute with Post-qualification relevant experience of at least 2 years in electrical maintenance & operations (Solar, HT, LT, and/or DG yard) in an organization.
(Or)
Diploma in 'Electrical Engineering' or 'Electrical and Electronics Engineering' from a recognized Institute approved by AICTE and affiliated to DoTE with Post-qualification relevant experience of at least 5 years in electrical maintenance & operations (Solar, HT, LT, and/or DG yard) in an organization. The Diploma course duration is Three Years for regular students and Two Years for Direct Second-Year students.
(and)
2. Strong understanding of Solar Plant, Diesel Generators, Electrical, and Mechanical systems.
3. Knowledge of computer operations.

Desirable:

1. License: Possession of a "C" License.
2. Relevant experience: Experience in any institutes of national/international repute or organizations.
3. Problem-Solving Skills: Ability to identify and resolve complex technical issues.
4. Communication Skills: Effective communication with team members and stakeholders.

Job Description:

Solar Plant Maintenance:

The role of a Maintenance Technician is crucial to assist the Maintenance Engineer (Power Generation) in ensuring the efficient operation of a solar power plant. The key responsibilities are given below, and these responsibilities highlight the importance of proactive maintenance, technical expertise, and collaboration in ensuring the smooth operation of solar power plants:

Key Responsibilities:

1. Perform routine maintenance: Conduct daily, weekly, and monthly inspections and maintenance tasks on solar panels, inverters, and other equipment.
2. Troubleshoot and repair: Identify and resolve issues with solar panels, inverters, and other equipment to minimize downtime.
3. Maintain equipment: Perform preventive maintenance on solar plant equipment, including cleaning, lubrication, and replacement of parts.
5. Transformer Maintenance: Performing preventive maintenance on transformers, including testing such as IR Value, Ratio test, Magnetic Balance test, and Open & Short Circuit Test.
6. Monitor performance: Monitor system performance and report any issues or abnormalities.
7. Collaborate with team: Work with maintenance engineers and other technicians to ensure seamless operation of the solar plant.
8. Ensure safety compliance: Comply with safety regulations and standards during maintenance activities.
9. Maintain records: Keep accurate records of maintenance activities, repairs, and inspections.

Diesel Generator (DG) Yard and Diesel Yard Maintenance:

The Maintenance Technician is responsible for assisting the Maintenance Engineer (Power Generation) in ensuring the reliable operation and maintenance of diesel generators in a yard. The key responsibilities are given below:

1. Regular Maintenance: Perform routine inspections and maintenance on DG sets to ensure optimal performance and reliability.
2. Troubleshooting: Identify and resolve issues with DG sets, including electrical and mechanical problems.
3. Preventive Maintenance: Schedule and execute preventive maintenance tasks to prevent downtime and ensure a continuous power supply.
4. Performance Optimization: Monitor and analyze DG set performance to identify areas for improvement and optimize efficiency.
5. Safety Compliance: Ensure all maintenance activities comply with safety regulations and standards.
6. Collaborate with teams: Work with operations, facilities, and other teams to ensure seamless power supply.

Additional Responsibilities:

1. Record Keeping: Maintain accurate records of maintenance activities, repairs, and inspections.
2. Collaboration: Work with other teams, such as operations and facilities, to ensure a seamless power supply.
3. Budgeting: Assist in budgeting for maintenance and repair activities.
4. Vendor Management: Coordinate with vendors for equipment maintenance, repairs, and warranty claims.
5. The above Job Description is indicative and not exhaustive. The selected person will be responsible for carrying out any other responsibilities as assigned by the reporting officer.

11. Academic Associate (On Contract):

Tenure: Two Years. (1+1)

Salary: Consolidated monthly salary will be fixed as Rs. 30,000/- per month for candidates with a Ph.D. and Rs. 25,000/- per month for candidates without a Ph.D.

Upper Age Limit: With Ph.D. - 35 years, without Ph.D. - 30 years.

Area-wise Required Educational Qualification and Experience:

Educational Qualification:

a. Finance and Accounting (one vacancy)

- PhD with or without experience (or)
- M.B.A or equivalent with a first class with specialization in finance and accounting, (or)
- M.Com with first class with specialization in computer applications (or)
- Candidates with a PhD or registered for a PhD in relevant disciplines of finance or accounting will be preferred

b. Strategy & Entrepreneurship and General Management (one vacancy)

- PhD with or without experience (or)
- An MBA or Master's Degree in Economics, Psychology, Sociology or a related degree with a first class.
- Candidates with a Background in Law or an interest towards law or interest in legal aspects of business are an added qualification.

c. Information Systems and Analytics (one vacancy)

- PhD (with expertise in Information Systems, Analytics or related areas) (or)
- Post-graduates in Management, Information Technology and Systems, Analytics and related areas (or)
- Engineering Graduates (B. Tech./B.E. in computer science or related fields) with adequate experience.

d. Marketing (one vacancy)

- PhD with or without experience (or)
- First class post-graduates (MBA with specialization in the relevant field / post-graduates in the relevant field) with one-year post qualification experience either in academics or industry.

e. Organisational Behaviour & Human Resource Management (one vacancy)

- PhD with or without experience (or)
- A graduate with at least 50% marks with a fairly good knowledge of written and spoken English will be suitable. The applicant can be a fresh graduate with a degree in Arts, Science or engineering.

f. Operations Management & Decision Sciences (one vacancy)

- PhD with or without experience (or)
- B.E. (any branch) from a recognized institution of repute. (or)
- B.Sc (or) M.Sc in Mathematics (or) Statistics (or)
- M.B.A. with specialization or) has taken a significant number of elective courses on Operations Management / Decision Sciences / Analytics.

Although a work experience of 1 to 3 years in a similar role is desirable, this does not prohibit fresh graduates with energy and enthusiasm to learn new skills (with the other desired qualifications) from applying for the role.

Candidates without the requisite experience as mentioned above may be considered on merit, but at a lower stipend than what is mentioned in the notification.

Job Description:

- Support the Faculty Members in various academic activities.
- The Academic Associates (AAs) responsibility will be assisting faculty members in preparing course outlines, identifying and collecting reading material, developing teaching notes, grading of class participation, conducting and grading examinations, assignments, invigilation, etc., organizing various events, distribution of course materials, research and consultancy projects, MDPs, secretarial assistance, area coordination, conducting meetings and preparation of minutes and any other related activities.
- Any other task as per the requirement of the Institute.

Key Skills:

- Ability to Multi-task
- Excellent written and verbal communication skills in English and comfortable with writing Emails.
- Proficiency in MS-Office and tools like Excel, Word and Power-Point, Data collection and analysis tools.
- Exposure to graphing tools / statistical functions in MS Excel is desirable.
- Programming in Python / R / MS VBA Macros will be preferred.
- Willingness to learn on the job and possess a positive attitude to learn new concepts/ideas/skills and develop proficiency in all activities undertaken.

Prior experience in teaching/educational institutions preferred but not essential.

12. Graduate Engineer Trainee (IT) - On Contract

Tenure: Two years (1 +1), and the extension will be based on performance on a yearly basis.

Stipend: Rs. 15,000/- pm during the first year, which may be increased to Rs. 20,000/- pm if the contract is extended for the second year.

Upper Age Limit: 28 years.

Educational Qualification:

B.E/B.Tech in CSE/ECE/IT/EEE or Equivalent Degree from a recognized University/Institute.

Job description:

This role is designed for recent graduates who are passionate about technology and eager to begin their careers in IT. The trainee will undergo structured training, gain hands-on experience, and work alongside experienced professionals to develop foundational skills in systems, networks, software, and support.

Key responsibilities:

- Assist with the setup, configuration, and maintenance of IT systems and infrastructure.
- Support daily IT operations, including troubleshooting hardware, software, and network issues.
- Support for the operation of Audio Visual devices in classrooms and conference rooms.
- Participate in system upgrades, migrations, and implementation projects under supervision.
- Monitor system performance and maintain documentation of processes and procedures.
- Ensure adherence to IT security protocols and data privacy guidelines.
- Stay updated on emerging technologies and industry trends.
- Work according to the instructions of the activity head.

13. Multi-Tasking Staff (On Contract)

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

Salary: A consolidated monthly salary will be Rs. 25,000/-.

Upper Age Limit: 40 years.

Educational Qualification:

- HSC (+2)

Desirable Qualification:

- Degree in any Discipline from a recognized university/institute with knowledge of Computer Operations.

Experience:

- At least two years of post-qualification experience in a multi-tasking role/assistant in educational institutions.

Skill Requirements:

- Knowledge of Basic Computer Operations
- Communication Skills

Job Description:

- Physical maintenance of records of the Section.
- General cleanliness & upkeep of the Section/ Unit.
- Carrying Files & Documents (within the building and outside the building).
- Photocopying and Scanning of official documents.
- Other non-clerical work in the Section.
- Assistance in routine office work like diary, dispatch, etc., including basic computer operations.
- Delivering mail within and outside the building
- Watch and ward duties.
- Overseeing cleaning and dusting work carried out by the housekeeping staff.
- Any other work assigned by the reporting official.

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

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 of 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 22nd September 2025 till 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 as proof of the required percentage acquired in the minimum educational qualification prescribed for the post applied.
 - b) Certificate of Date of Birth (SSLC Certificate only).
 - c) Valid Category certificate (SC/ST/OBC/EWS/PwBD/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 to be 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 relevance 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 at any stage 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 based on 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 the 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 correspondence 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 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 amendments 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 the 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. The 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 a 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) are 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 per cent 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 outrightly rejected at the time of document verification.

25. The Applicant must ensure that he/she fulfil all the eligibility conditions for the post applied.

26. All educational qualifications must be from a recognised 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 process, if called for the same. Failure to produce these original documents may result in 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 fulfil 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 fulfilment of 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, and 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 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. An 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 an 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 the 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 the 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 the 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 a limited time period. No claims can ever be made for regularising these positions.
44. The incumbent may be transferred to any department or location as per the needs of the institute.
45. At the time of joining, a relieving letter from the previous employer needs to be submitted.
46. The 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 the 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 a 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 a misinterpretation 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:

1. 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.
2. The Institute may decide to conduct a selection process comprising multiple stages of selection. Details of the selection process will be shared with the shortlisted candidates through email communication.
3. Screening of applications will be done as per the conditions laid down by the duly constituted Screening Committee.
4. A list of shortlisted applicants to be called for the selection process, and the communication in this regard will be sent to their registered email address only. 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.
5. Canvassing in any manner would entail the disqualification of the candidature.

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 the date of birth is not available in the certificate/mark sheets issued by the concerned Educational Boards, a school leaving certificate indicating the 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 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 Backwards Class. Relevant Caste / Tribe / Community certificates are required to be submitted with a 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 (may be added in the Additional certificates tab on the online portal) in support of the entries filled in the application form.

How to Apply:

Application along with all supporting documents should be submitted online on the IIM Tiruchirappalli website: <https://www.iimtrichy.ac.in/careers-non-teaching> on or before **5.30 pm, 22nd September 2025**.

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 **22.08.2025 (11.00 am) to 22.09.2025 (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 the 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 if they don't submit their online application (final submission) within the last date on account of a system error or any other reason. Hence, the candidates are advised to submit their online application well before the given deadline to avoid last-minute hassle.

5. Candidate has to upload the following documents at the 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. Additional certificates, if applicable ('C' License, Typing proficiency, Computer courses etc.)
- g. Recent passport-size colour photograph.
- h. Scanned copy of the Signature

After a successful online submission of the application, a printout of the application form must be kept with them and submitted by the candidate when called for the 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