



# भारतीय प्रबन्धन संस्थान तिरुचिरापल्ली

## Indian Institute of Management Tiruchirappalli

### **Non-Faculty Posts on Regular Basis in IIM Tiruchirappalli**

#### **General (Administration, Academics, Placement, EEC, etc.)**

#### **1. Administrative Officer – Level 10**

**Upper Age Limit:** 45 years

#### **Essential Qualification & Experience:**

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/diploma should be obtained from a recognized university/institute.

At least 8 years of post-qualification experience in one of the relevant Administrative experiences out of which 5 years should be in a Supervisory/Independent role in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

#### **Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Should be proficient in resource management with excellent interpersonal skills.
3. Knowledge of Government Rules and Regulations.
4. Proficiency in Computer operations.
5. Knowledge in E-Office Management.

#### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Relevant administrative experience in General Administration / Academic administration / Admission / Personnel / Purchase / Student Affairs / Placement / Executive Education activities.
3. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx).
4. Working knowledge of Hindi.



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### **2. Assistant Administrative Officer – Level 8**

**Upper Age Limit:** 40 years

**Essential Qualification & Experience:**

Degree in any Discipline from a recognized university/institute with knowledge of computer operations.

At least 8 years of post-qualification relevant administrative experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

**Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Should be proficient in resource management with excellent interpersonal skills.
3. Proficiency in Computer operations.
4. Proficiency in Noting and Drafting.

**Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Relevant administrative experience in General Administration / Academic administration / Admission / Personnel / Purchase / Student Affairs / Placement / Executive Education activities.
3. Knowledge of Government Rules, Regulations, and procedures.
4. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx)
5. Knowledge in E-Office Management
6. 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.
7. Working knowledge of Hindi.

### **3. Administrative Assistant – Level 7**

**Upper Age Limit:** 40 years

**Essential Qualification & Experience:**

Degree in any Discipline from a recognized university/institute with knowledge of computer operations.

At least 7 years of post-qualification relevant administrative experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

**Other requirements:**

1. Speed in English Typing @ 35 wpm.
2. Should be excellent in oral and written communication in English.
3. Proficiency in Computer operations.
4. Proficiency in Noting and Drafting.



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### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Relevant administrative experience in General Administration / Academic Administration / Admission / Personnel / Purchase / Student Affairs / Placement / Executive Education activities.
3. Knowledge of Government Rules, Regulations, and procedures.
4. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx)
5. Knowledge in E-Office Management.
6. Working knowledge of Hindi.

### **4. Junior Assistant – Level 4**

**Upper Age Limit:** 32 years

### **Essential Qualification & Experience:**

Degree in any Discipline from a recognized university/institute with knowledge of computer operations.

At least 4 years of post-qualification relevant administrative experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other requirements:**

1. Speed in English Typing @ 35 wpm.
2. Should be excellent in oral and written communication in English.
3. Proficiency in Computer operations.
4. Proficiency in Noting and Drafting.

### **Preferable Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Relevant administrative experience in General Administration / Academic administration / Admission / Personnel / Purchase / Student Affairs / Placement / Executive Education activities.
3. Knowledge of Government Rules, Regulations, and procedures.
4. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx).
5. Knowledge in E-Office Management.
6. Working knowledge of Hindi.

### **5. Junior Assistant (Hindi) – Level 4**

**Upper Age Limit:** 32 years

### **Essential Qualification:**

- Bachelor'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)
- Bachelor'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;



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(OR)

- Bachelor'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;
- Should know Hindi typing, and translation from English to Hindi and Hindi to English.

### **Essential Experience:**

At least 4 years of post-qualification relevant experience related to Hindi in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other Skills and Abilities:**

- Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx).
- Excellent communication and wide knowledge of Hindi and English vocabulary. Should be fluent in English and Hindi.

### **Preferable Qualification:**

- Experience in a Centrally Funded Technical Institution.
- Recognized diploma/certificate course in translation from Hindi to English & vice versa is preferable as an additional qualification.
- Proficiency with Office Automation Tools in English and Hindi.

## **Finance & Accounts**

### **6. Financial Advisor and Chief Accounts Officer (FA&CAO) – Level 12**

**Upper Age Limit:** 55 years

### **Essential Qualification & Experience:**

Graduate Degree in Commerce from a recognized university/institute with knowledge of computer operations and should have passed in CA / ICWA.

At least 12 years of post-qualification relevant experience out of which at least 3 years in Level 11 or at least 6 years in Level 10 or equivalent cadre in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other requirements:**

1. Should be well versed with General Financial Rules and FR&SR of GoI.
2. Should be well versed with the computerized accounting system and must have a thorough knowledge of Tally – Version 9.
3. Knowledge of Government Rules and Regulations.
4. Proficiency in computer operations and the Internet.
5. Excellent communication skills (oral and written) and excellent interpersonal skills.



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### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
3. Knowledge in E-Office Management.
4. Working knowledge of Hindi.

### **7. Accountant Grade I – Level 6**

**Upper Age Limit:** 40 years

### **Essential Qualification & Experience:**

Graduate Degree in Commerce from a recognized university/institute with knowledge of computer operations.

(OR)

Any Degree from a recognized university/institute with Inter-CA/Inter-ICWA with knowledge of computer operations.

At least 6 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other requirements:**

1. Should be well versed with General Financial Rules and FR&SR of GoI.
2. Should be well versed with the computerized accounting system and must have a thorough knowledge of Tally – Version 9.
3. Knowledge of Government Rules, Regulations, and procedures.
4. Proficiency in computer operations and the Internet.
5. Excellent communication skills (oral and written) and excellent interpersonal skills.

### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Knowledge of Government Rules, Regulations, and procedures.
3. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
4. Knowledge in E-Office Management.
5. Working knowledge of Hindi.

### **8. Junior Accountant – Level 4**

**Upper Age Limit:** 32 years

### **Essential Qualification & Experience:**

Graduate Degree in Commerce from a recognized university/institute with knowledge of computer operations.

(OR)

Any Degree from a recognized university/institute with Inter-CA/Inter-ICWA and with knowledge of computer operations.



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At least 4 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other requirements:**

1. A Certificate/Diploma in the Tally Accounting System is essential.
2. Proficiency in computer operations and the Internet.
3. Should be excellent in oral and written communication in English.

### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Knowledge of Government Rules, Regulations, and procedures.
3. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
4. Knowledge in E-Office Management.
5. Working knowledge of Hindi.

### **Learning Resource Centre (LRC)**

### **9. Assistant Librarian – Level 10**

**Upper Age Limit:** 45 years

### **Essential Qualification & Experience:**

1. Master's Degree in Library & Information Science/ Information Science from a recognized university/institute with at least 55% of marks or an equivalent grade in a point scale wherever the grading system is followed with proficiency in Computerized library service  
&
2. A Ph.D. Degree in Library & Information Science or SLET/NET.  
&
3. Evidence of innovative Library services, including the integration of ICT in the library.

At least 5 years of post-qualification relevant Library experience in Supervisory/Independent role in University / Educational Institute(s).

### **Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Proficiency in Computer operations.

### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
3. Knowledge in E-Office Management.
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## Indian Institute of Management Tiruchirappalli

### **10. Senior Library & Information Assistant – Level 6**

**Upper Age Limit:** 40 years

**Essential Qualification & Experience:**

Master's degree in Library Science/Information Science/Documentation Science from a recognized university/institute with proficiency in computerized library service.

At least 3 years of post-qualification relevant Library experience in University / Educational Institute(s).

**Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Proficiency in computer operations.

**Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Hands-on experience in the use of MS Office, and web-conferencing tools (e.g., Zoom and WebEx).
3. Knowledge in E-Office Management.
4. Working knowledge of Hindi.

### **11. Junior Library & Information Assistant – Level 4**

**Upper Age Limit:** 32 years

**Essential Qualification & Experience:**

Graduate degree in Library Science/Information Science/Documentation Science from a recognized university/institute with proficiency in computerized library service.

At least 4 years of post-qualification relevant Library experience in in University / Educational Institute(s) / Educational Institute(s).

**Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Proficiency in Computer operations.

**Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
3. Knowledge in E-Office Management.
4. Working knowledge of Hindi.



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### **Information and Communication Technology (ICT)**

#### **12. Junior Systems Engineer – Gr II – Level 6**

**Upper Age Limit:** 40 years

**Essential Qualification & Experience:**

B.Sc (CS/IT)/BCA., from a recognized university/institute.

or

B.E/B.Tech in CS/ECE/Electronics/IT from a recognized university/institute.

At least 6 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

**Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Should be proficient in resource management with excellent interpersonal skills.
3. Should have any one of the certifications like CCNP, BCNE, Fortinet NSE Level 4 or higher, RHCE and MCSE.
4. The certification is not essential for those who have 2+ years of L3 Level hands-on experience in MNCs or OEMs of major network and security products.
5. Should have hands-on experience in independently handling the core network and security devices.
6. Knowledge and hands-on experience in the configuration of core L3 switch, Wireless controller, and Link Load balancer in HA mode is essential.

**Preferred Qualifications:**

1. Preference will be given to those who have experience with Multi-National System Integrators.
2. Hands-on experience in managing automated audio-visual solutions will be preferred.
3. Knowledge in managing the virtualized servers with SAN storage in Data centers.
4. Experience in managing DVMS server.
5. Working knowledge of Hindi.

#### **13. Junior Technical Assistant – Level 4**

**Upper Age Limit:** 32 years

**Essential Qualification & Experience:**

B.Sc (CS/IT)/BCA., from a recognized university/institute.

or

B.E/B.Tech in CS/ECE/Electronics/IT from a recognized university/institute.

At least 4 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).





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### **Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Should have hands-on experience in configuring/handling the network and security devices.
3. Knowledge and hands-on experience in the configuration of core L3 switch, Wireless controller and Link Load balancer in HA mode is preferred.

### **Preferred Qualifications:**

1. Proficient in resource management with excellent interpersonal skills.
2. Hands-on experience in the implementation of Network infrastructure and security devices.
3. Working knowledge of Hindi.

## **Estate Maintenance and Management Section**

### **14. Junior Engineer – Electrical – Grade II – Level 6**

**Upper Age Limit:** 40 years

### **Essential Qualification & Experience:**

B.E/B.Tech in Electrical Engineering/Electrical and Electronics Engineering from a recognized university/institute with knowledge of computer operations.

At least 6 years of post-qualification relevant experience in Government Organizations / Central Autonomous Organizations / Public Sector Undertakings / Reputed Organizations including Industries / Educational Institute(s).

### **Other requirements:**

1. Should be excellent in oral and written communication in English.
2. Proficiency in Computer operations.

### **Preferred Qualifications:**

1. Experience in a Centrally Funded Technical Institution.
2. Knowledge of Government Rules, Regulations, and procedures.
3. Hands-on experience in the use of MS Office and Web-Conferencing Tools (e.g., Zoom and WebEx).
4. Knowledge in E-Office Management.
5. Working knowledge of Hindi.



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## Indian Institute of Management Tiruchirappalli

### **Non-Faculty posts on Contract basis in IIM Tiruchirappalli**

#### **1. Manager – Chennai Campus (On contract)**

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

**Consolidated Salary: Rs. 80,000/- per month**

**Upper Age Limit: 62 years**

#### **Required Educational Qualification and Experience:**

- Master's degree in Management with at least second class (50% marks) from a reputed University / Institution. (or) CA/ICWA.
- At least 10 years of post-qualification experience in independently managing administrative, financial, and support systems in any business school of repute/ Government Organizations/PSUs/Centrally Funded Educational Institutions.
- Proficiency in using Microsoft Word, Excel, and Power Point.

#### **Desirable:**

Work experience in an IIM / IIT / NIT and any other institutes of international repute will be preferred.

#### **2. Hindi Officer (Official Language) (On contract)**

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

**Consolidated Salary: Rs. 55,000/- to Rs. 70,000/- per month**

**Upper Age Limit: 62 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;
- Should know Hindi typing.

#### **Preferable qualification:**

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



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### **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.

### **3. Junior Programmer (On contract)**

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

**Salary:** Consolidated salary will be fixed between Rs.50,000/- and Rs.65,000/- per month based on experience and qualification.

**Upper Age Limit:** 45 years

### **Required Educational Qualification and Experience:**

B.E/B.Tech in IT/CSE/ECE/Electronics, M.Sc. (CS/IT/equivalent) or MCA with 3 year's experience.  
(OR)

BCA / BSc (CS/IT) with 5 years' experience.

Note: At Least one-year experience in PHP and MySQL is mandatory. The Computer Science related subjects like AI, Data Science etc. will be considered as equivalent.

Certifications: Java/.Net/PHP :- Any one of these certifications is mandatory for Software and Web related works. However, certification would be exempted for those who have 3+ years' experience in reputed organizations as given below:

Hands-on experience as a software/ web application developer in MNCs or any Software development company with a good reputation and more than 50 employees. (OR) Hands-on experience in the development of ERP/ Work Flow Management System/ Interactive web application which has been successfully implemented in a live environment.



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### Other skill requirements:

- a. The Programmer should independently develop any software applications according to the requirements of the Institute.
- b. He should make customization on any part of the existing web applications independently which has been developed using PHP, MYSQL & Drupal framework.
- c. Should independently handle the WordPress/Drupal CMS platform.
- d. Hands-on experience in PHP and MySQL is mandatory.
- e. Experience in the WordPress CMS is mandatory.
- f. Should handle hosting configurations, Apache web server platform & IIS.
- g. Preferably the candidate should have hands-on experience in handling multiple Programming languages (PHP, .NET etc.) and backend/database applications (MySQL, MS SQL, etc.)
- h. Preferably the candidate should have experience in .NET software development framework.
- i. Should have knowledge in graphic designing using Photoshop.
- j. Should have willingness and capability to learn new technologies, programming languages and related tools in the software designing and development domain as and when needed according to the requirement.

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### Note:

Number and nature of positions may change and vary at the time of selection/recruitment. The Institute reserves the right to fill or not to fill some or all the advertised positions or any position.

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.