

Promotion Notice No. IITM/RA/3/2024 dated 13/12/2024

GENERAL INSTRUCTIONS / INFORMATION TO CANDIDATES APPLYING FOR A POST AT THE INSTITUTE

1. Candidates should apply online only in the website: <https://internalrecruit.iitm.ac.in>. **The online portal will be open from 13.12.2024. Last date to apply online is 01.01.2025 @ 5.30 pm.**
 2. The candidates applying for the post should ensure that they fulfill all the eligibility conditions for the post. Their admission to any stage of the selection process will be purely provisional subject to confirmation that they satisfy the prescribed eligibility conditions. Mere issue of registration certificate / call letter to the candidate will not imply that his/her candidature has been found eligible.
 3. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of online application.
 4. Candidates should follow the prescribed procedure for submission of online application. Printout of online application along with the following self-attested documents should reach Recruitment Section **through the Head of the department / section / office** latest by 5.30 pm on **01.01.2025**.
 - i. Certificates educational qualifications in chronological order i.e. SSLC, HSc, ITI, Diploma, UG Degree, PG Degree, PhD, All the years mark list of minimum educational qualification prescribed for the post applied.
 - ii. Valid / Latest Category certificate, if applicable.
 - iii. Application not in the prescribed format, application received through email will not be considered.
 5. The prescribed qualifications are minimum and unless specified, they are required for consideration for the post, even if higher qualification has been acquired and the mere fact that a candidate possesses the same will not entitle him/her for being called for written test / Trade Test /Communication Skill Assessment/ Interview.
 6. Experience means relevant experience gained after the minimum qualifying degree and will only be taken into consideration.
 7. The Institute reserves the right to restrict the number of candidates for written test/Trade Test /Communication Skill Assessment/ Interview to a reasonable limit on the basis of qualifications and experience higher than the minimum prescribed in the promotion notice and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
 8. Calling a candidate for written test/ Trade Test /Communication Skill Assessment/ 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.
 9. The Institute has a right to decide the mode of screening and testing the applicant for short-listing and selection.
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