

Advertisement No. EST-II/A-02/2021/001

Dated: November 01, 2021

Career Opportunities

Indian Institute of Management Tiruchirappalli is the eleventh IIM established under 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 contract basis:

Sl.No.	Name of Post	No. of posts
1	Corporate Relations Officer	1
2	Estate Manager	1
3	Placement Officer	1
4	IT Support Engineer – Network & Security	1
5	IT Technical Assistant	1
6	Junior Engineer (Electrical)	1
7	Hindi Supervisor	1
8	Library & Information Assistant	1
9	Editorial Assistant	1
10	Academic Associate	11

For the right candidate higher start within the range may be considered.

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

Application along with all supporting documents should be submitted online in IIM Tiruchirappalli website on or before **November 24, 2021**.

Application submitted through any other mode will not be considered.



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Indian Institute of Management Tiruchirappalli

Non-Teaching posts on contract basis in IIM Tiruchirappalli

1. Corporate Relations Officer (On Contract)

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

Salary: Consolidated salary will be fixed between Rs.70,000/- and Rs.1,00,000/- per month based on experience and qualification.

Upper Age Limit: Less than 50 years.

Required Educational Qualification and Experience:

- MBA/PGDM from a recognized/premier Business School with at least second class (50%marks).
- 10 years of experience with at least 5 years of relevant post qualification experience in handling business development, corporate training activities etc. Exposure to marketing executive education programs is desirable and those having a similar experience at institutes such as IIM, IITs, NITs etc or Premier B schools such as XLRI/SP JAIN/NITIE etc. will be preferred.

Key skills expected:

- Excellent Verbal and Written English Communication.
- Good attention to detail and a logical thought process to analyse qualitative and quantitative data.
- Design and Development of marketing and communication materials.
- Drafting of request 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 programs.
- Proficiency in usage of MS PowerPoint, Excel and Word.

Job Profile:

The person occupying this role will be in charge of several activities in the Executive Education and Consulting office. This role involves working directly with our corporate partners and clients. The job will also require the officer to do market trend analysis to identify industry training and consulting needs. The candidate must also liaison with the prospective clients to develop new business and also to liaison with existing clients to identify future training and consulting needs and translate into new program. Responsible for growing the business from the existing clients.

Key responsibilities:

- Developing and maintaining long-term and fruitful relationships with potential corporate clients and existing clients.

- Develop a database of prospective clients–private, public and government establishments.
- Managing the open enrollment program activity calendar.
- Networking capability with Learning and Development personnel of private and public sector undertakings.
- Interact with various wings of the institution for effective delivery of the program.
- Manage e-learning programs and company enrolment programs.

2. Estate Manager (On Contract)

Tenure: Two Years (Extendable based on the institute's need 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: 63 years

Required Educational Qualification and Experience:

Essential:

1. Graduate degree in Civil Engineering with at least second class (50%) from recognized universities/institutions.
2. At least 15 years of post-qualification experience in construction/estate maintenance department/section in a government department reputed Management Education Institute / University / College / Commercial organization of national / international repute, of which, at least 5 years should be at pay level 10 of 7th CPC or equivalent

Desirable: Proficiency in Computer operations and Internet, and relevant experience in any IIM /IIT/NIT/IIIT and other institutes of national / international repute.

Job Profile:

1. Day-to-day management of project site related activities of the campus.
2. Entire estate maintenance, maintenance planning (proactive/preventive/reactive), civil, electrical, mechanical, HVAC, gardening and manpower deployment as per requirement.
 - a. Maintenance of the campus buildings and facilities.
 - b. Maintenance of green environment with necessary horticulture works and maintaining the same.
 - c. Maintenance of all civil, electrical, HVAC, fire safety, water supply and mechanical equipments in campus buildings and facilities and maintaining the inventory of the same.
 - d. Maintenance of all furniture in campus buildings and facilities.
3. Supervise implementation of all annual maintenance contracts.
4. Coordination with CPWD and other govt. departments as per institute requirements.
5. Planning and designing of necessary facilities as per institute requirements.
6. Providing broad scope of work and technical specifications for tender documents with respect to estate office.



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7. Water management by taking up necessary steps to save and conserve water.
8. Power management by taking up necessary steps to conserve and save electricity.
9. Liaison works with local statutory bodies as per institute's requirements.
10. Periodically carry out estate maintenance audit, road safety audit and fire safety audit of the campus.
11. Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works.
12. To ensure receipt, checking and submission of proposals for payment of electricity bills, water bills etc.
13. Any other tasks assigned as per requirement of the institute.

The Institute encourages recently retired people from CPWD/PWD/Government/PSUs/Govt. Autonomous Institutes/Bodies to apply.

3. Placement Officer (On Contract)

Tenure: Two Years (Extendable based on the institute's need 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: Less than 50 years.

Required Educational Qualification and Experience:

- MBA/PGDM from a recognized/premier Business School with at least second class (50%marks).
- 7 to 10 years of work experience with at least 5 years of relevant post qualification experience and proven track record as a placement officer or of an equivalent role in any of the premier institutes.
- Preference would be given to candidates with above experience in institute such as IIM, Premier B schools (such as XLRI/SP JAIN/NITIE/NMIMS etc.) or reputed universities (such as IITs, NITs etc.)
- Membership of 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



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- Ability to analyze recruitment trends in the industry and take proactive steps to develop potential relations
- Ability to work well under pressure
- Flexibility to adjust work hours during the placement season
- Proficiency in usage of MS PowerPoint, Excel and Word

Job Profile:

The primary role of the candidate for this position involves liaising with the potential recruiters and converting those into campus recruitments. The job will also require the officer to travel extensively and develop 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 existing recruiter base
- Managing the entire placement activity calendar
- Monitoring the activities managed by the student placement team
- Coordinating with the student placement team to arrange logistics for all placement activities during the placement season
- Managing the placement office budget
- Liaising with the programme office to maintain schedules of various placement activities

4. IT Support Engineer – Network & Security (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: 45 years

Required Educational Qualification and Experience:

1. B.Tech/BE in Electronics/ECE/CSE/IT or MCA on regular basis with 5 years' experience out of which minimum three years in the L3 level.

(OR)

2. Three years polytechnic Diploma/BSc Computer Science/BCA with 8 years' experience out of which minimum five years in L3 level

Experience in software development is desirable.

Certifications: CCNP / BCNE/ Fortinet NSE Level 2 or higher (Mandatory) and RHCE/MCSE (Preferable)

Description: The candidate should have deep understanding, expertise and hands-on experience in configuring the core network (L3 Switches on HA), security components (UTM/Firewall, LLB etc), virtualized Servers with SAN/NAS external storage, Cloud administration. The details are given below:

Mandatory Skill requirement:

1. Should have **hands on experience** in the configuration and troubleshooting of chassis based core L3 Switches and distribution switches independently. In depth knowledge in switching is essential (Eg: Virtual switch mode in active-active, VLAN, Stacking, dual mode, IPv6 integration, port locking, MAC based authentication, WAN Switch etc.) Should be familiar with the protocols like SNMP, RIP, OSPF, BGP, MBGP, VRF, MVRP etc. Experience in Brocade core switches will be preferred.
2. Should have **hands on experience** in the configuration and troubleshooting of high end UTM/Firewall (Preferably Fortinet 600 series or higher/equivalent). Should have strong knowledge to make all the configurations independently which includes HA (Active-Active) with failover, ISP failover URL/content filtering, VPN, NAT Policy based forwarding, custom url categorization, IPS/IDS, SD-WAN etc. Those who have experience in independently managing NOC will get preference.
3. Should be able to independently configure and troubleshoot the link load balancer (preferably Radware) and WLAN controller (preferably ruckus smartzone 100 or equivalent).
4. Should be familiar with the configuration of IPPBX (VOIP), DVMS Server, Cache appliance and IPAM Appliance. Knowledge in vulnerability assessment & penetration testing using open source tools will also get preference.
5. Should be able to independently handle Virtualized Servers (preferably in Hyper-V platform), SAN/NAS external storage administration and the configuration of Domain controller , Web server, file server, Cache box, IPAM appliance – DHCP & DNS, etc.
6. Should be well experienced in configuring High Availability (active-active mode) on all the core equipments installed in DC and DR.
7. Should be responsible to guarantee 99.9 % uptime of the ICT infrastructure independently.
8. The candidate should be willing to work on shift basis including Saturday/Sunday (6 days a week).
9. Preferably, the candidate should have hands on experience in the configuration of audio visual processors and switchers.
10. Preference will be given to the candidates who have experience in the development of web based automation packages using .NET/Java/PHP and MSSQL Server/MySQL independently.
11. Experience in hosting and configuring the applications on cloud-based storage as a service solutions is essential. Should also have experience in managing the cPanels of managed dedicated servers.
12. Sales, marketing and techno-commercial experience will not be considered. Experience in mid-sized or large organizations (Enterprise level) only will be considered.



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5. IT Technical Assistant (On contract)

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

Salary: Consolidated salary will be fixed between Rs.40,000/- and Rs.55,000/- per month based on experience and qualification

Upper Age Limit: 40 years

Required Educational Qualification and Experience:

1. B.Tech/BE in Electronics/ECE/CSE/IT or MCA on regular basis with 3 years' experience in L2 level.

(OR)

2. Three years polytechnic diploma/BSc Computer Science/BCA with 6 years' experience out of which minimum 5 years' experience on L2 level.

Certifications: CCNA / BCNE/Fortinet NSE Level 1 (Mandatory) and RHCE/MCSE (Preferable)

Description: The candidate should have hands-on experience in independently configuring the core network (L3 Switches on HA), Enterprise LAN (Data, Voice & Video), security and management components (UTM/Firewall, LLB, NMS etc) and virtualized Servers with SAN external storage.

Mandatory Skill requirement:

1. Should have **hands on experience** in the configuration and troubleshooting of chassis based core L3 Switches and distribution switches. In depth knowledge in switching is essential (Eg: Virtual switch mode in active-active, VLAN, Stacking, dual mode, port locking etc.) Should be familiar with the protocols like SNMP, RIP, OSPF, BGP, MBGP, VRF, MVRP etc.
2. Should have **hands on experience** in the configuration and troubleshooting of UTM/ Firewall (Preferably Fortinet 400 D series or higher/equivalent). Should have knowledge to make all the configurations which includes HA (Active-Active) of core appliances, ISP failover, URL/content filtering, VPN, NAT Policy based forwarding, custom url categorization, IPS/IDS etc.
3. Should be able to configure and troubleshoot the link load balancer (preferably Radware) and WLAN controller & APs (preferably ruckus smartzone 100 or equivalent/higher).
4. Should be able to manage the NOC using NMS tools. Should maintain backup of all the core components and the restoring/fine-tuning needs to be done as and when required.
5. Those who are familiar with the configuration of IPPBX (VOIP), DVMS Server, Cache appliance and IPAM Appliance will get preference.
6. Preference will be given to the candidates who can handle SAN external storage administration and the configuration of Domain controller, Web server, file server, DB etc in virtualized environment.
7. Should be familiar with High Availability (active-active mode) configurations on core equipments installed in DC and DR.
8. The candidate should be willing to work on shift basis including Saturday/Sunday (6 days a week).

6. Junior Engineer (Electrical) (On contract)

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

Salary: Consolidated salary will be fixed between Rs.40,000/- and Rs.55,000/- per month based on experience and qualification

Upper Age Limit: 40 years

Required Educational Qualification and Experience:

1. Bachelor's degree in 'Electrical Engineering' or 'Electrical and Electronics Engineering' with at least second class (50%) marks from a recognized Institute with consistently good academic record.
2. Post-qualification relevant experience of at least 5 years in electrical maintenance & operations (HT and LT) in reputed organization.
3. Having "C" License
4. Knowledge of computer operations.

Desirable:

1. Relevant experience in any IIM /IIT/NIT/IIIT and other institutes of national / international repute.
2. Knowledge in CPWD rules and regulations.
3. Knowledge in Electrical AutoCAD.

Job Profile:

The primary area of work would be operations and maintenance of Electrical, Mechanical, HVAC, water supply equipment and installation works. Duties of the person include but are not limited to the following:

1. Oversee and take care of the maintenance of Entire Electrical/Mechanical Works, Project process and activity of all proposed institute buildings & fixtures and ensure strict adherence to electrical specifications, safety standards and all statutory/mandatory compliances.
2. Inspection and Maintenance of electrical or electronic wiring, equipment, appliances, apparatus, and fixtures, diagnose malfunctioning systems, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Ensure functioning and repairs of circuit breakers, DGs, transformers, or other components.
3. Plan layout and installation of electrical wiring, equipment and fixtures, based on job specifications and local codes. Provide assistance during emergencies by operating floodlights and generators, perform management duties such as maintaining records (log and stock books) and files, preparing note sheets, preparing reports and ordering supplies and equipment.
4. Ensure maintenance of Air-conditioning, HVAC and Chiller Plant, Refrigeration, UPS, DGs, Water Treatment Plant, RO Plants, Sewage Treatment Plant.

5. Entire maintenance of 2.0 MW Solar power plant including maintenance of records.
6. Developing and monitoring service legal agreement with service providers.
7. Manage/Monitor contractors/ service providers to provide an efficient, cost effective service, responsive to institute needs, ensuring that work is carried out in accordance with agreed SLAs'
8. Ensure services are undertaken safely by use of permit to work system, method statements, and risk assessments in accordance with relevant legislation
9. Establish and participate in a formal, robust and out of hours support services for the campus and the estate.
10. Assist in establishment of Estate related contracts through tender process.
11. Preparation of plan and estimate for maintenance and new works.
12. Documentation related to electrical work and overseeing the execution of all the electrical-related tasks/works from time to time.
13. Any other tasks assigned as per requirement of the institute

7. 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: Less than 40 years.

Required Educational Qualification and Experience:

A. 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 (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.

B. 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.

B. 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 Profile:

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 Indian Institute of Management Tiruchirappalli (IIMT) etc.
2. Maintaining files and records for translation of all the official documents relating to Hindi.
3. To prepare drafts, notes, write-up etc. (digitally & manually) for map, atlases & other publication 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 for all the sections.
8. Support/Training to staff members for usage of Hindi language.
9. Conducting Hindi workshops and Training programmes.
10. Monitoring and Implementation of the Official Language.
11. Translation of IIMT website in Hindi language.
12. Assist Chief Administrative Officer to deal in correspondence with the Ministry and other central government organisations and in other activities and for 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 Official Language and to assist and help them in the implementation of the same.

14. To ensure proper compliance of 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 Official Language and to achieve the targets in implementation of Official Language.
16. To attend other duties as may be assigned.

8. Library & Information Assistant (On Contract)

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

Salary: Consolidated salary will be fixed as Rs.30,000/- per month

Upper Age Limit: 35 years

Required Educational Qualification and Experience:

- Graduate in any discipline (10+2+3) with at least second class (50% marks)
- Post-graduate degree in Library and Information Science with at least second class (50% marks) from a reputed University / Institute
- At least three years post-qualification working experience in handling of library work in a reputed research/educational institute and proficiency in computer application in the management of RFID based modern library on automated, integrated and networked environment

Job Profile:

- To assist the Librarian and Senior Library & Information Assistant in offering the library services to the Faculty and the students
- Any other tasks assigned as per requirement of the institute.

9. Editorial Assistant (On Contract)

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

Salary: Consolidated salary will be fixed between Rs.25,000/- and Rs.35,000/- per month based on experience and qualification.

Upper Age Limit: Less than 35 years.

Required Educational Qualification and Experience:

- Master's Degree in Management or Computer Application or English or equivalent with at least second class (50% marks)
- Three years' post qualification experience in copy editing is desirable.



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Key Skills:

- Excellent verbal and written communication skills in English
- Adhering to timeline of Journal publication.
- Proficiency with IT packages like Microsoft Office and Adobe Creative Suite
- Proof reading skills
- Attention to detail

Job Profile:

- Editorial Assistant would be primarily responsible for coordinating with the authors, reviewers, journal editors, and publication of the journal including proof reading and copy editing.
- Any other tasks assigned as per requirement of the institute.

10. Academic Associate (On Contract)

The position is suitable for people with consistently good academic record and wanting to pursue a career in academics. It provides a platform for learning, as well as hands-on experience of working with Faculty Members and Students giving an insight of functioning of academia at Indian Institute of Management Tiruchirappalli.

Academic Associates are required at the Indian Institute of Management Tiruchirappalli in the following areas: –

1. Economics & Public Policy,
2. Finance and Accounting, General Management,
3. Information Systems and Analytics (ISA),
4. Marketing,
5. Organizational Behaviour & Human Resource Management,
6. Operations Management and Decision Sciences,
7. Strategy.

Tenure: Selected candidate will be offered a fixed term appointment for a period of one year on a consolidated monthly stipend mode. The contract may be extended further based on the performance of the candidate and institute's requirements, but the total tenure of the associate in the institute will not exceed 2 years.

Salary: Consolidated salary will be fixed as Rs.30,000/- per month for candidates with Ph.D. and Rs.25,000/- per month for candidates without Ph.D. (Master's Level).

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

Required Educational Qualification and Experience:

- 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 **or**
- Candidates with qualifications like ACA, AICWA (for F & A), B. Tech./B.E. (for OM & DS) and B. Tech./B.E./MCA (for ISA) with adequate experience will also be eligible.

Experience of work in institute of higher education/ research is desirable.

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

Key Skills:

- Ability to Multi-task
- Eye for detail
- Excellent written and verbal communication skills
- Proficiency in MS-Office and tools like Excel, Word and Power-Point, and probably SPSS (Statistical Package for the Social Sciences)
- Very Good Organisation Skills.

Job Profile:

- Support the Faculty Members in various academic activities.
- The Academic Associates (AAs) responsibility will be assisting faculty members in teaching (including evaluation, development of courses and teaching material, marking attendance and evaluation of participation in class), invigilation duty, research, and consultancy projects, MDPs, secretarial assistance, and other academic activities. They can also be given other responsibilities by the Institute from time to time.

NOTE:

1. Candidate selected for the above positions will be appointed on contract basis for a specific period only on an appropriate consolidated salary.
2. The Institute may relax all or any of the requirements related to qualification and experience in exceptional and deserving cases.

General Instructions:

1. In the case of candidates desirous to apply for more than one post, separate application for each post should be submitted.
2. The Applicant must ensure whether he/she fulfills all the eligibility conditions for the post applied.
3. Candidates with requisite qualifications acquired from recognized Universities/Institutions only need to apply.
4. 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 selection process, if called for the same. Failure to produce these original documents may result into ineligibility to appear for the further selection process.
5. 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.
6. Mere fulfilling the conditions does not guarantee that the applicant will be shortlisted for selection process.
7. The Institute reserves the right to fill or not to fill any of or all the posts.
8. Appointments will be governed by the relevant service rules and regulations of the Institute as amended from time to time.
9. No correspondence/queries will be entertained from candidates regarding e-mail delays, conduct and result of interview and reasons for not being called for selection process.
10. No accommodation will be provided by the Institute to attend the selection process.
11. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Institute reserves the right to modify/withdraw/cancel any communication including appointment offer made to the candidate.
12. In case of any dispute/ambiguity that may occur in the process of selection, the decision of Institute shall be final and binding.
13. Canvassing in any form will disqualify the candidates.
14. All these positions are purely on contractual in nature for limited time period. No claims can ever be made for regularizing these positions.
15. At the time of joining, relieving letter from the previous employer need to be submitted.
16. Campus accommodation may be provided to the selected candidate subject to availability with applicable license fee.

Mode of Selection:

The selection will be made through:

1. Personal interview for position 1, 2 & 3.
2. Written test / Skill test and Personal interview for other positions.

How to Apply:

1. 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 **November 24, 2021**.