

Promotion Notice No. IITM/RA/2/2018 dated 03/04/2018

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

1. Application can be registered online in the website: <http://recruit.iitm.ac.in/internal>
2. The candidates applying for the post should ensure that they fulfill all the eligibility conditions. 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. Applications should be submitted in the prescribed format. Candidates should enclose photo copies of certificates, in support of age, community (in the prescribed format of the concerned State Govt.), educational qualifications; experience etc. along with the filled in original online application with photo affixed and signed. Application not in the prescribed format, application received through email will not be considered.
4. 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 viva-voce.
5. Experience means relevant experience gained after the minimum qualifying degree and will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
6. The experience required is relaxable at the discretion of the Institute in the case of candidates belonging to the Scheduled Caste / Scheduled Tribe, if at any stage of selection the competent authority is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancy reserved for them.
7. Applicants may send copies of testimonials from persons intimately acquainted with their work and character. If the applicant is in employment, he/she should submit testimonials from the most recent employer or immediate superior as a referee.
8. The Institute reserves the right to restrict the number of candidates for skill test/viva-voce 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.
9. Calling a candidate for viva-voce 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. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.