

INSTRUCTIONS TO CANDIDATES

GENERAL INSTRUCTIONS / INFORMATION TO CANDIDATES APPLYING FOR A POSITION IN THE INSTITUTE

1. Application can be registered online in the website <https://recruit.iitm.ac.in/external/>
2. The candidates applying for any 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. Applications should follow the prescribed procedure for submission of application. Candidates should scan and upload photo copies of required certificates and send copies of other documents say, in support of age, community (in the prescribed format of the concerned State Govt.), educational qualifications, experience etc. along with the confirmation report of the online application. Application not fulfilling the above or application received through email will not be considered.
4. Separate application has to be filled for each post.
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 interview.
6. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. Minimum requirements of qualifications and/or experience can be relaxed in respect of exceptionally outstanding candidates.
7. 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.
8. Applicants may send 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.
9. The Institute reserves the right to restrict the number of candidates for written / skill test / interview to a reasonable limit on the basis of qualifications, level and relevance of experience higher than the minimum prescribed in the advertisement and other academic achievements. The Institute also reserves the right of rejecting any or all the applications without assigning any reasons therefore.
10. Calling a candidate for 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.
11. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection
12. Candidates must be citizens of India. Persons who have migrated from Pakistan with the intention of permanently settling in India or subjects of Nepal are also eligible, but in their case a certificate of eligibility from the Government of India will be necessary for appointment. Such candidates should apply to the Government of India in the Ministry of Home Affairs for necessary certificate and furnish satisfactory proof of having so applied.
13. Candidates employed in Government and Semi-Government Organisations, Public Undertakings, autonomous bodies of Govt. of India or the State Government must apply through their present employers. If they anticipate unavoidable delay in their applications submitted through proper channel reaching the Assistant Registrar, Recruitment Section, IIT Madras before the closing date, they may submit advance copies of their applications directly to the Assistant Registrar, Recruitment Section IIT Madras, Chennai-600 036 which will be considered provisionally. Foreign service terms at the expense of the Institute will not be permissible in any case.
14. Application forms incomplete in any way or not having required educational / experience certificates or the latest photograph is liable to be rejected without intimation.
15. No correspondence whatsoever will be entertained from candidates regarding postal delay, conduct and result of test/interview and reasons for not being called for interview. Canvassing in any form will be a disqualification.
16. The Institute strives to have a workforce which reflects gender balance and women candidates are encouraged to apply.
17. Application fee Rs.100/-. No application fee for SC/ST/PwD/Ex-servicemen. The Fee(s) paid shall not be refunded under any circumstances nor can the fee(s) be held in reserve for any other application or examination or selection
18. Last date for applying online is 08.09.2017.
19. Print out of online application along with copies of self-attested certificates and other relevant documents should be sent to **The Assistant Registrar, Recruitment Section, Admn. Building, I.I.T. Madras, Chennai- 600 036** with super scribing on the envelope "APPLICATION for the post of _____" on or before the last date mentioned in the advertisement along with photo copy of supporting documents. Non-receipt of these documents will be considered as incomplete application.
20. Please send a mail to query.recruitment@iitm.ac.in or refer the FAQs in the website for queries, if any.