1. **What is the pre-requisite for applying?**

    Before applying online the candidate should:

    (i)   Scan the photograph, signature, qualification certificate and community certificate (if required) in JPG / JPEG / GIF format.

    Photograph:
    Photograph should be a recent passport size color photograph, ensure that the size of the scanned photograph is not more than 512KB

    Signature:
    The applicant has to sign on white paper with Black Ink pen. Ensure that the size of the scanned image is not more than 100 KB

    Signature in CAPITAL LETTERS shall NOT be accepted

    Eligibility Qualification Certificate:
    Soft copy of Eligibility Qualification Certificate. Ensure that the size of the scanned image is not more than 1 MB

    Community Certificate:
    Soft copy of community certificate. Ensure that the size of the scanned image is not more than 1 MB

    (ii)   Should have a valid personal email ID, which should be kept active till the completion of this Recruitment Process. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

2. **What is the Application fee?**

    Application fee is Rs.100/-

    SC/ST/PD candidates are exempted from payment of Application fee.

3. **What is the mode of payment of application fee?**

    Candidates should carefully fill all details in the On-Line Application at the appropriate places and click on the Payment menu under the task bar on the left to make payment. Transaction id will be created after making the payment.

4. **Will I get Application Number?**

    After the final submission and after making payment, the system will generate an application with Application Number. Your application number is your reference number for all future communication.

5. **What are the documents I can upload?**

    (i)   Important documents such as **Community Certificate** and **Eligibility Qualification Certificate** can be uploaded but other supporting document should be attached along with the print out of online application form and sent to the Assistant Registrar (Recruitment Section), IIT Madras, Chennai 600036 on or before 15.09.2017.
    (ii)   Candidates should ensure that they fulfill all the eligibility conditions for the post applied for

    List of documents eligible for proof of date of birth
    a. Birth Certificate
    b. SSLC Certificate
    c. Passport
    d. Driving License
    e. Voter ID
    f. Aadhar Card

6. Is there any Age relaxation?

Age relaxation will be as per the norms of Government of India.

Scheduled Caste/Scheduled Tribe	: 5 years
Other Backward Classes (Non-Creamy Layer)	: 3 years
Persons With Disabilities (General)	: 10 years
Persons With Disabilities (OBC)	: 13 years
Persons With Disabilities (SC/ST)	: 15 years
Ex-Serviceman	: As per norms

7. How do I know that my online application is received?

Acknowledgement email will be sent to the registered email id.

8. Examination Centre.

Most of the times IIT Madras would be the examination centre. However the centre will be intimated in the admit card / call letter

9. **Should I submit NO OBJECTION CERTIFICATE (NOC)?**

Candidates who are employed in Central/State/ Central Autonomous body need to submit their application through proper channel. If their application is not through proper channel they have to submit NOC at the time of interview.

10. Should I apply separately for each post?

Yes, Separate application form should be generated for each post.

11. Can I edit my details after applying online?

No, after final submission, no addition/deletion is allowed. Carefully fill in all the required fields, before making final submission.

12. Will I be eligible for Travelling Allowance (TA) for attending test/interview?

No Travelling allowance is paid for attending test.

TA is eligible for those who have qualified and attended the interview.

For Group 'A' posts**:** To and Fro III AC Rail / Bus / Actual fare whichever is less.

For Group 'B' & 'C' posts: To and Fro II Class Sleeper Rail or bus fare whichever is less

No Reimbursement will be made for local candidates.

Reimbursement will be made only through bank account and hence keep your bank detail especially the IFSC code.