

	<p style="text-align: center;">भारतीय प्रौद्योगिकी संस्थान मद्रास INDIAN INSTITUTE OF TECHNOLOGY MADRAS चेन्नै / Chennai 600 036 दूरभाष/Telephone: [044] 2257 8115 Email : recruit@iitm.ac.in</p>
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Advertisement No.IITM/R/5/2025 dated 24.09.2025

Indian Institute of Technology Madras, Chennai, invites online applications from Indian Nationals possessing the required academic qualifications and relevant work experience for recruitment to the following Non-Teaching positions.

Sl. No.	Name of the Post	Upper Age Limit	Pay Matrix Level	Number of vacancies					
				UR	EWS	OBC	SC	ST	Total
GROUP A									
1	Deputy Registrar	50 years	Level-12	-	1*	-	-	-	1
2	Senior Technical Officer	50 years	Level-12	2	1	2	2	1	8
3	Executive Engineer (On Deputation)	56 years	Level-11	1	-	-	-	-	1
4	HVAC Officer (Direct Recruitment/ Deputation / Contract)**	45 years	Level-11	1	-	-	-	-	1
5	Technical Officer	45 years	Level-10	1	-	-	-	-	1
6	Assistant Registrar	45 years	Level-10	1	1*	-	-	1	3
7	Assistant Executive Engineer	45 years	Level-10	-	-	-	1	-	1
GROUP B									
8	Junior Engineer	32 years	Level-6	4	1	2	1	1	9
GROUP C									
9	Junior Assistant	27 years	Level-3	4	2	5	1	-	12

*** The post reserved for EWS was advertised vide IITM/R/4/2025 dated 16.04.2025 and re-advertised again as none of the applicants fulfilled the shortlisting criteria. In the event of non-availability of EWS applicant(s), the post will be filled, treating it as an unreserved post. Hence, candidates who are eligible for the general category (unreserved posts) are encouraged to apply for the post.**

**** Upper age limit for appointment on Deputation/Contract shall be 56 years.**

For details regarding the online application, educational qualifications, experience, other requirements, and terms & conditions, please visit the Institute's recruitment website: <https://recruit.iitm.ac.in>.

Essential qualifications and experience for the posts notified are detailed in **Annexure-I** to this Notification.

Candidates are instructed to go through the '**INSTRUCTIONS TO THE CANDIDATES**' before filling out the applications and proceeding further. Interested and eligible candidates may submit their applications online using the prescribed application form available on the Institute's recruitment website.

The portal for online application will be open from **27.09.2025**.

The last date for submission of the online application is **26.10.2025 (IST 05.30 pm)**.

REGISTRAR

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. Candidates should apply **online only** on the Institute's website <https://recruit.iitm.ac.in>. **The last date and time for submission of online application is Sunday, October 26, 2025, till 05.30 P.M.** No correspondence for relaxation in this regard shall be entertained by the Institute, and delay, if any, due to any reason will not be entertained.
3. Candidates should follow the prescribed procedure for submission of online applications. The candidates should upload only relevant documents as per the guidelines provided in the application.
4. The following documents should be uploaded as proof of educational qualification, date of birth, category (if applicable), experience certificate, etc.
 - a) Certificates of educational qualifications in chronological order, i.e., SSLC, HSC, Diploma, UG Degree, PG Degree, and Ph.D. The mark sheet for all the years/semesters in respect of the minimum educational qualification prescribed for the post applied.
 - b) Certificate of Date of Birth (issued by Municipality, etc., or Matriculation/High School certificate)
 - c) Valid Category certificate (SC/ST/OBC/EWS/PwD/Ex-servicemen etc.), if applicable.
 - d) Certificates of experience in chronological order and should be in proper format i.e. it should be on the organization's letterhead bearing the date of issue, name, designation, specific period of work, nature of duties and signature of the Administrative Authority/Owner of the organization along with his/her seal, which makes the candidate eligible for applying for the said post.
 - e) The experience certificate(s) should clearly mention the nature of duties performed /experience obtained in the post(s) with duration(s).
 - f) Applications of the candidates who have not uploaded an experience certificate as per the aforementioned format with all details as mentioned above shall be rejected and not considered for further process.
 - g) Salary certificates towards their experiences should clearly indicate the breakup of gross salary viz Pay, DA, HRA, and any other allowances. Salary certificates obtained from private companies/parties with a consolidated amount will not be considered. These Certificates should contain a breakup of the salary so as to enable comparison with the scales and pay of the Government indicated against each post, wherever required.
 - h) Certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
5. The prescribed qualifications are minimum, and unless specified, they are required for consideration for the post, even if the higher qualification has been acquired, and the mere fact that a candidate possesses the same will not entitle him/her to be called for an interview.
6. It is the sole responsibility of the applicant to ensure that all the documents uploaded are clear and legible. The Institute will not be responsible for illegible or unclear scans uploaded by the applicant. Illegible applications with improper (or) unreadable/unclear scans will be summarily rejected.
7. All educational qualifications must only be from a recognised Board/University/Institute.
8. Relevant experience gained after the minimum qualifying degree will only be taken into consideration. 'Relevant experience' means experience related to the area of the post advertised. The Screening-cum-Shortlisting Committee will determine the relevancy of experience, and its decision shall be final and binding.
9. The relevance of the specialization for a stream will be determined by the Selection Committee.
10. 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 a 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.
11. Incomplete applications or applications without relevant enclosures will be rejected, and the candidates are required to upload the necessary documents in support of their candidature along with the submission of the online application. The candidates may note that, in this regard, no Interim correspondence will be entertained or replied to. Further, enquiries regarding eligibility will also not be entertained.
12. **The application/processing fee, as detailed below, should be paid through an online portal.**

Classification of Post	Sl. No. of the post Advt.	Application / Processing Fee (in Rs.)
Group 'A'	Sl. No. 1 to 7	Rs.1200/-
Group 'B' & 'C'	Sl. No.8 & 9	Rs. 600/-

Applicants belonging to the SC/ST/PwD category and women applicants are exempted from the payment of the Application/Processing Fee.

The Fee(s) paid shall not be refunded under any circumstances, nor can the fee(s) be held in reserve for any other application, examination, or selection.

13. Candidates applying for more than one post should submit separate application forms for each post, and application fees, as applicable, would be required to be paid separately.
14. The Institute reserves the right to restrict the number of candidates for the written / Professional Competence Test/ /Trade Test / 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. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
15. Applicants who are in Government employment/PSUs/ Government autonomous institutions/ Central and State Govt. undertakings will be required to produce a No-Objection-Certificate along with vigilance clearance and the last five years' ACR/APAR at the time of document verification/Test/Interview. Candidates without an NOC will not be permitted to appear for a Test/Interview.
16. It shall be the responsibility of the candidates to submit documents establishing proof for the equivalence of CDA vis-à-vis IDA pay scales in proof of their eligibility, in case the applicant is employed in an organisation where pay is not on CDA pay scales.
17. 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. The mere issue of the Admit Card/Call letter to the candidate will not imply that his/her candidature has been found eligible.
18. Appointment letters/Appreciation letter/Pay slips/transfer or promotion orders/office orders/ unsigned experience certificate/ self-employment experience certificate / PPO shall not be considered as valid proof of experience. Candidates uploading any such or similar documents which does not contain complete information with respect to their experience will be summarily rejected.
19. After successful online submission of the application, a printout of the application form must be obtained and submitted when called for a test/interview. It will be required at the time of document verification/test/interview. **Hard copy of the application is NOT to be sent to the Institute.**
20. Calling a candidate for a test/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.
21. Candidates will be short-listed for a Test/Interview on the basis of the information provided by them in their online applications. They must ensure that such information is true. If at any subsequent stage or at the time of the Test/Interview, any information given by them or any claim made by them in their online applications is found to be false, their candidature will be liable to be rejected.
22. The Institute shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case it is detected that the documents submitted by the candidates are fake or the candidate has clandestine antecedents/background and has suppressed the said information, then his/her services shall be liable to be terminated.
23. The scrutiny of applications will be done prima facie on the basis of the documents and information furnished by the candidate in the application. Any discrepancy found between the information given in the application and verified by the supporting document at any stage of recruitment/appointment shall render the candidate ineligible. Hence, the candidate is responsible for the correctness of the information provided in the application. Any information given in the application that is incorrect/ false/ suppressed fact will render the candidature ineligible. The decision of the committee involved in the shortlisting process shall be final. No interim correspondence/ enquiry will be entertained from the candidate in connection with the shortlisting process.
24. In case of any inadvertent mistake in the process of selection which may be detected at any stage, even after the issue of the appointment letter, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidates.
25. The Institute has the right to decide the mode of screening and testing the applicant for shortlisting and selection.
26. The Institute reserves the right to fill or not fill any of the advertised positions.
27. **The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.**
28. Reservation policy as per Government of India (GoI) norms is followed. Relaxation in age up to 5 years for SC/ST candidates and up to 3 years for OBC-NCL candidates only in respect of vacancies reserved for them.
29. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.
30. PwD candidates shall be required to upload UDID / proof of disability mentioning the percentage of disability issued by the Competent Authority.
31. Relaxation in age to internal candidates (IIT Madras employees) as per the Recruitment and Promotion Norms of IIT Madras.

32. Candidates applying for the posts reserved for OBC (NCL) must enclose, along with their application, a certificate of OBC (NCL) in the prescribed form issued by the Competent Authority. The validity of the certificate must be clearly mentioned in the certificate itself, and the certificate should be valid as of the closing date for submission of the application.
33. The candidates applying against the vacancies reserved for EWS must possess an Income and Asset Certificate issued by the Competent Authority on the closing date of submission of the application, and it should be valid as of the last date for submission of the application.
34. Candidates are advised to fill in their correct and active e-mail addresses in the online application, as the Institute will make all correspondence through e-mail only. Test/Interview schedule and requirements with regard to copies of certificates to be submitted in respect of claims made in the online application will be e-mailed in due course to the candidates in their registered e-mail and will also be posted on the recruitment portal of the Institute. **No separate letter by post will be sent for this purpose.** Further, for any updates, please visit the recruitment portal regularly, as any subsequent amendments will be announced on the recruitment portal only.
35. All the appointees shall be governed by the National Pension System (NPS) introduced by the Government of India.
36. The appointment of the selected candidates is subject to medical fitness as per the norms.
37. The post(s) are permanent with probation period. The Institute norms will be applicable to the selected candidates.
38. **Candidates applying for Group "A" positions shall also be considered on Deputation/Contract.**
39. The other terms and conditions of the appointment on deputation will be governed in accordance with the guidelines issued by the GoI/DoPT vide letter No.6/8/2009-Estt (Pay II) dated 17.06.2010 and as amended from time to time.
40. IIT Madras will retain data of online applications received from non-shortlisted candidates only for a period of six months after completion of the recruitment process i.e the declaration of final results. Thereafter, no queries on the subject shall be entertained.
41. Application forms that are incomplete in any way or do not have the required educational / experience certificates / without the prescribed application fee, or the latest photograph, are liable to be rejected without intimation.
42. All details furnished in the online application will be treated as final, and no changes will be made at any stage later. The applicant will be solely responsible for the entries made in the application form.
43. **No TA/DA shall be paid for attending any stage of the selection process.**
44. **The written test(s)/Professional Competence Test/ Trade Test / Skill Test will be conducted only in ENGLISH, and the candidates can converse/communicate in English/Hindi during the Personal Interview.**
45. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for the Test / Interview.
46. Canvassing in any form or influencing any official related to the recruitment/selection process would immediately disqualify the candidate.
47. The crucial date for determining the eligibility criteria for all candidates in every respect shall be the prescribed closing date for submission of the online application.
48. Non-compliance with instructions mentioned in the advertisement may result in the rejection of the application.
49. The online portal for submission of applications will be open from **27.09.2025**.
50. The last date for submission of the online application is **26.10.2025 (IST 5.30 PM)**.
51. For any query or clarification, please write to recruit@iitm.ac.in. Queries sent on other emails will not be entertained/replied to.
52. Any dispute with regard to the selection/recruitment process will be subject to the Courts having jurisdiction over Chennai.

Date: 24.09.2025

Registrar

Essential qualifications and experience for the posts notified vide IIT Madras Advertisement No. IITM/R/5/2025 dated 24.09.2025

1. Deputy Registrar – 1 Post (EWS)

Pay Level - 12

Master's degree with at least 55% marks or an equivalent grade in a point scale and;

5 years of administrative experience as Assistant Registrar in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent post in Government/ Government Research Establishments/ Universities/ Statutory Organizations/ Government Organizations of high repute.

2. Senior Technical Officer – 8 Posts (2 UR, 1 EWS, 2 OBC, 2 SC, 1 ST)

Pay Level-12

M.E/M.Tech in **Civil Engineering, Mechanical Engineering, Electrical Engineering / Electronics & Communication Engineering/ Electrical & Electronics Engineering** with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent.

(OR)

B.E/B.Tech/M.Sc. in **Civil Engineering, Mechanical Engineering, Electrical Engineering / Electronics & Communication Engineering / Electrical & Electronics Engineering, Chemistry** with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of experience at the level of Technical Officer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent.

3. Executive Engineer (Electrical) – 1 Post (UR) - ON DEPUTATION

Pay Level-11

B.E/B.Tech in Electrical Engineering with at least 55% of marks or equivalent CGPA from a recognised University / Institute with 8 years of relevant experience at the level of Assistant Executive Engineer in Pay Matrix Level 10 (Pre-revised PB-3: GP 5400) or equivalent.

4. HVAC Officer – 1 Post (UR) (Direct Recruitment / Deputation / Contract)

Pay Level-11

B.E/B.Tech in Mechanical Engineering with minimum 60% marks or equivalent from a recognized University / Institute with 15 years of service in the relevant field in any State/Central Government organizations/organization of high repute.

Desirable: Experience in managing central AC/Chiller plants of a capacity of 3000 Tons, possessing requisite experience in Building Management System & Building Automation System

5. Technical Officer – 1 Post (UR)

Pay Level-10

Essential: Master's in Physiotherapy with a specialization in Orthopedics / Occupational Therapy, with at least 55% marks or equivalent CGPA from a recognized University/institute, with 5 years of experience in Medical Devices Product Development from a reputed industry/institute. **(OR)**

Bachelor's in Physiotherapy/Occupational Therapy (Duration: at least 4 years, full-time), with at least 55% marks or equivalent CGPA from a recognized University/institute with 8 years of experience in Medical Devices Product Development from a reputed industry/institute.

Desirable:

Master's in Business Administration (Duration: 2 years, full-time program). Experience in leading/managing the implementation of government funded projects

6. Assistant Registrar – 3 Posts (1 UR, 1 EWS, 1 ST)**Pay Level - 10**

Essential: Master's degree with at least 55% marks or an equivalent grade on a point scale with an excellent Academic record.

Desirable: Professional qualification in the area of Management / Finance & Accounts. At least 8 years of relevant experience at the supervisory level or equivalent post in Government / Government Research Establishments / Universities / Statutory Organizations / Government Organizations of high repute. Knowledge in Computer Applications and Office Automation. Experience in handling Administrative/ Finance & Accounting / Academic / Legal / Audit / Stores & Purchase / Establishment matters.

Shortlisting Criteria: Experience as in the Desirable condition

7. Assistant Executive Engineer (Electrical) – 1 Post (SC)**Pay Level - 10**

M.E/M.Tech in Electrical Engineering with at least 55% marks or equivalent CGPA from a recognized University/Institute with 5 years of relevant experience **(OR)**

B.E/B.Tech in Electrical Engineering with at least 55% marks or equivalent CGPA from a recognized University/Institute with 8 years of relevant experience.

8. Junior Engineer – 9 Posts (4 UR, 1 EWS, 2 OBC, 1 SC, 1 ST)**Pay Level – 6**

Stream	No. of Posts	Essential Qualifications and Experience
Civil Engineering	5	Bachelor's Degree in Civil Engineering with at least 60% marks or equivalent CGPA from a recognized University / Institution with 2 years of relevant experience; (OR) Three-year Diploma in Civil Engineering with 60% marks or equivalent CGPA from a recognized University / Institution with 5 years of relevant experience.
Electrical Engineering	3	Bachelor's Degree in Electrical Engineering with at least 60% marks or equivalent CGPA from a recognized University / Institution with 2 years of relevant experience; (OR) Three-year Diploma in Electrical Engineering with 60% marks or equivalent CGPA from a recognized University / Institution with 5 years of relevant experience.
HVAC	1	Bachelor's Degree in Refrigeration & Air Conditioning with at least 60% marks or equivalent CGPA from a recognized University / Institution with 2 years of relevant experience; (OR) Three-year Diploma in Refrigeration and Air Conditioning with 60% marks or equivalent CGPA from a recognized University/ Institution with 5 years of relevant experience.

9. Junior Assistant – 12 Posts (4 UR, 2 EWS, 5 OBC, 1 SC)**Pay Level - 3**

Essential: Bachelor's degree in Arts/Science or Humanities, including Commerce, with at least 60% marks or equivalent CGPA from a recognized University/Institute, with knowledge of computer operations.