



भारतीय प्रौद्योगिकी संस्थान मद्रास  
INDIAN INSTITUTE OF TECHNOLOGY MADRAS  
चेन्नै / Chennai 600 036  
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Advertisement No.IITM/R/4/2025 dated 16.04.2025

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	Librarian (Deputation)	50 years	AL - 14	1	-	-	-	-	1
2	Chief Security Officer	50 years	Level-12	1	-	-	-	-	1
3	Deputy Registrar	50 years	Level-12	-	1	1	-	-	2
4	Technical Officer	45 years	Level-10	1	-	-	-	-	1
5	Assistant Registrar	45 years	Level-10	-	1	1	-	-	2
GROUP B									
6	Junior Technical Superintendent	32 years	Level-6	-	-	1	-	-	1
7	Junior Superintendent	32 years	Level-6	2	1	1	1	-	5
GROUP C									
8	Junior Assistant	27 years	Level-3	4	1	3	2	-	10

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>.

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 19.04.2025.

The last date for submission of the online application is 19.05.2025 (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 May 19, 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 in 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, PhD. 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) 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 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.
  - f) 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. All educational qualifications must only be from a recognised Board/University/Institute.
7. 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.
8. 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.
9. **The application fee of Rs.500/- (Rupees 500 only) should be paid through an online portal.** No application fee for SC/ST/PwD/Women candidates. 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.
10. 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.
11. 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. The Institute also reserves the right to reject any or all the applications without assigning any reasons therefor.
12. The relevance of the specialization for a stream will be determined by the Selection Committee.
13. 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 NOC will not be permitted to appear for a Test/Interview.
14. 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 a registration certificate/call letter to the candidate will not imply that his/her candidature has been found eligible.
15. 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.**

16. 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.
17. 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.
18. 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.
19. 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.
20. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
21. The Institute reserves the right to fill or not fill any of the advertised positions.
22. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
23. 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.
24. Relaxation in age to PwD /Ex-Servicemen as per Government of India rules.
25. PwD candidates shall be required to upload proof of disability mentioning the percentage of disability issued by the Competent Authority.
26. Relaxation in age to internal candidates (IIT Madras employees) as per Recruitment and Promotion Norms of IIT Madras.
27. Candidates applying for the posts reserved for OBC (NCL) must enclose along with their application 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 on the closing date for submission of application.
28. 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.
29. Persons with Disabilities (PWD) with minimum 40% disability under the specified categories as per Government of India rules are encouraged to apply under the reservation category for the advertised posts, if any.
30. 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 amendment will be announced on the recruitment portal only.
31. All the appointees shall be governed by the National Pension System (NPS) introduced by the Government of India.
32. The appointment of the selected candidates is subject to medical fitness as per the norms.
33. The post(s) are permanent with probation period. The Institute norms will be applicable to the selected candidates.
34. Candidates applying for Group A positions shall also be considered on Deputation / Contract.
35. 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.
36. 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.
37. Application forms incomplete in any way or do not have required educational / experience certificates / without prescribed application fee or the latest photograph are liable to be rejected without intimation.
38. 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.
39. **No TA/DA shall be paid for attending any stage of the selection process.**
40. **The written test(s)/Professional Competence Test/ Skill Test will be conducted only in**

**ENGLISH, and the candidates can speak in English/Hindi during the Personal Interview.**

41. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the test/interview and reasons for not being called for an interview.
42. Canvassing in any form or influencing any official related to the recruitment/selection process would immediately disqualify the candidate.
43. 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.
44. Non-compliance with instructions mentioned in the advertisement may result in the rejection of the application.
45. The online portal for submission of applications will be open from 19.04.2025.
46. The last date for submission of the online application is **19.05.2025**.
47. For any query or clarification, please write to [recruit@iitm.ac.in](mailto:recruit@iitm.ac.in). Queries sent on other emails will not be entertained/replied to.
48. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Chennai.

**Date: 16.04.2025**

**Registrar**

**Essential qualifications and experience for the posts notified vide IIT Madras Advertisement No. IITM/R/4/2025 dated 16.04.2025**

**1. Librarian – 1 post (UR) (ON DEPUTATION)**

**Pay Level – AL-14**

Bachelor's degree in any discipline with a Master's degree in Library Science/Information Science/ Documentation with at least 55% marks or an equivalent CGPA and a Ph.D. degree in the above discipline with a consistently good academic record and;

At least 15 years of experience as a Librarian, of which 5 years as Deputy Librarian in a University Library or 10 years as an Assistant Librarian in a University or Educational Institute of national importance and;

Evidence of innovative library service and organization of published work and ICT modernization of the Library.

**2. Chief Security Officer – 1 post (UR)**

**Pay Level - 12**

**Essential:** Master's Degree from a recognized University with at least 55% marks or equivalent CGPA from a recognized University / Institute with at least 15 years of relevant experience of which at least 5 years experience in the Supervisory capacity in the Pay Matrix Level-11 (Pre-revised PB-3: GP 6600) in Central /State Govt. or Major of the Army or equivalent rank in Navy/Air Force or its equivalent in the Police/Security cadre of Government organizations/PSUs.

**3. Deputy Registrar – 2 Posts (1 EWS ; 1 OBC)**

**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.

**4. 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

**5. Assistant Registrar – 2 Posts (1 EWS; 1 OBC)**

**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.

**6. Junior Technical Superintendent – 1 Post ( OBC)**

**Pay Level - 6**

**Essential :** Bachelor's in Biotechnology. (Duration: 4 years, full-time), with at least 60% marks or equivalent CGPA from a recognized University/institute with 5 years of relevant experience.

Or

Bachelor's (Duration: 3 years, full-time), and M.Sc. in Biology/Life Science with at least 60% marks or equivalent CGPA from a recognized University/institute with 5 years of relevant experience.

**Relevant Experience:**

Five years of experience in academia or industry with responsibilities including establishing bio-analysis protocols, delivering user training programs, ensuring optimal biotech equipment utilization, and overseeing bio sample preparation, analysis, and associated tasks.

**7. Junior Superintendent – 5 Posts (2 UR, 1 EWS, 1-OBC, 1- SC)**

**Pay Level - 6**

**Essential:** Bachelor's degree in Arts/Science or Humanities including Commerce with at least 60% marks or equivalent CGPA from a recognized university with 6 years of administrative experience.

**Desirable:** Proficiency in use of computer office applications such as MS Word, MS Excel, etc.

**8. Junior Assistant – 10 Posts (4 UR, 1 EWS, 3 OBC, 2 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.

**16.04.2025**

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