

No. EST-II/A-02/2026/002

Dated: 21.10.2026

**RECRUITMENT ADVERTISEMENT FOR NON-TEACHING POSITIONS
(ON A CONTRACT BASIS)**

Indian Institute of Management Tiruchirappalli is an Institute of National Importance under the Ministry of Education, Government of India. The Institute offers a congenial and professional working environment. IIM Tiruchirappalli invites applications from dynamic, results-oriented, and experienced professionals for the following non-teaching positions on a contract basis:

S. No.	Name of the Position	Location	No. of vacancy
1.	Corporate Relations Officer	Chennai	01
2.	Manager – Executive Education and Consulting	Tiruchirappalli	01
3.	Estate Officer	Tiruchirappalli	01
4.	Assistant Manager – Executive Education and Consulting	Tiruchirappalli	01
5.	Assistant Manager – Programme and Campus Operations (Chennai Campus)	Chennai	01
6.	IT Support Engineer – Network & Security	Tiruchirappalli	01
7.	Editorial Assistant	Tiruchirappalli	01
8.	Hindi Supervisor	Tiruchirappalli	01

For full details regarding qualification, experience, terms & conditions, and other requirements, please visit our website: <https://www.iimtrichy.ac.in/en/careers-non-teaching>

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 in the prescribed application form available on the Institute’s recruitment website.

Application along with all supporting documents should be submitted through the online portal of IIM Tiruchirappalli on or before **November 12, 2026, (5.00 pm)**

Application submitted through any other mode will not be considered.

Important Dates:

Sl. No.	Details	Date and Time
1.	Date of advertisement	October 21, 2026 (7.00 pm)
2.	Opening date for online application	October 23, 2026 (11.00 am)
3.	Closing date for submission of Online Application	November 12, 2026 (5.00 pm)

The eligibility of candidates with regard to age, qualification, and experience shall be determined as on the closing date of the application.

NON-TEACHING POSITIONS ON A CONTRACT BASIS AT IIM TIRUCHIRAPPALLI
(Advertisement No. EST-II/A-02/2026/002, dated 21.10.2026)

1. Corporate Relations Officer (On Contract) based at Chennai Campus of IIM Tiruchirappalli

Remuneration: Fixed Pay + Performance-Linked Variable Pay

The selected candidate will be offered the following remuneration:

Component	Amount
Fixed monthly pay	₹70,000 to ₹ 80,000
Maximum monthly variable pay	₹70,000 to ₹ 80,000

The final monthly pay will be fixed based on the recommendation of the Selection Committee. Performance will be assessed quarterly, but the variable pay will be calculated on a monthly basis, subject to quarterly KPI verification and approval. The variable pay is performance-linked and is not guaranteed.

Upper Age Limit: 55 years.

Educational qualifications and experience

1. A postgraduate degree in Management, Business Administration, Marketing, Human Resources or a related discipline from a recognised institution.
2. At least five years of relevant experience in corporate business development, institutional sales, executive education, management training, corporate learning and development, or key account management.
3. Demonstrated ability to engage with senior corporate executives and convert business opportunities into revenue-generating assignments.
4. Excellent communication, presentation, negotiation and relationship-management skills.

Desirable qualifications and experience

1. Experience in securing executive education, management development, leadership development or customised corporate training programmes.
2. Existing professional relationships with corporates in India and other major business centres.
3. Experience working with business schools, management institutes, consulting firms, corporate academies or training organisations.
4. A demonstrated track record of achieving business development and revenue targets.

Job Profile:

1. The position will be based in Chennai, with travel to IIM Tiruchirappalli and other locations as required for official work. The selected candidate will be responsible for developing corporate relationships, identifying training and executive learning requirements of organisations,

generating business opportunities, and securing Executive Education programmes for IIM Tiruchirappalli. The position requires a strong understanding of corporate learning and development needs, business development, consultative selling, and relationship management.

2. The candidate will serve as a key link between IIM Tiruchirappalli and corporates, public sector undertakings, multinational companies, large domestic organisations, and other institutions for developing customised and open-enrolment Executive Education Programmes.

The selected candidate will report to the designated authority responsible for Executive Education and corporate engagement.

Key Responsibilities

1. Corporate Relationship Development

- a. Identify and establish relationships with senior executives, HR heads, Learning and Development (L&D) heads, business leaders, and other decision-makers in Corporates/Government Organizations/MNCs/Etc.
- b. Develop a network of corporate clients and other relevant industrial and commercial centres.
- c. Build long-term institutional relationships to generate recurring business for IIM Tiruchirappalli.

2. Business Development and Programme Acquisition

- a. Identify corporate training needs and opportunities for Management Development Programmes (MDPs), Leadership Development Programmes, Long Duration Programmes, Short Duration Programmes, Blended Learning Programmes, Faculty Development Programmes, Customised Corporate Training Programmes and Consultancy Projects.
- b. Generate qualified business leads and convert them into confirmed programmes.
- c. Engage with corporate clients to understand training requirements, participant profiles, delivery preferences and budgets.
- d. Coordinate with the Institute's concerned departments and faculty members for developing proposals and programme concepts.

3. Revenue Generation

- a. Achieve quarterly targets for confirmed programmes and revenue, as approved by the Institute.
- b. Develop a sustainable pipeline of corporate business and secure repeat engagements from existing clients.
- c. Support negotiations, proposal submission, commercial discussions, and closure of corporate training engagements.

4. Programme Coordination

- a. Coordinate with the Institute's Dean (CR & FA) and Chairperson - Executive Education, faculty members, and administrative departments for smooth handover and delivery of secured programmes.
- b. Maintain communication with corporate clients from initial enquiry through programme confirmation and subsequent relationship management.
- c. Monitor client feedback and identify opportunities for additional programmes.

5. Market Intelligence and Reporting

- a. Track corporate learning requirements, industry trends and competing executive education offerings.
- b. Maintain a structured database of prospective and existing corporate clients, leads, proposals, follow-ups and conversions.
- c. Submit monthly progress reports and quarterly performance reports to the designated authority.

Performance Assessment

Performance shall be assessed quarterly against measurable indicators, including:

- a. Revenue generated from confirmed corporate Executive Education Programmes.
- b. Number and value of new corporate programmes secured.
- c. Conversion of qualified corporate leads into confirmed programmes.
- d. Development of new corporate accounts and repeat business.
- e. Quality of the corporate opportunity pipeline and timely follow-up.
- f. Client satisfaction, coordination and quality of reporting.

The Institute shall prescribe the detailed Key Performance Indicators (KPIs) and Performance Metrics framework, covering the purpose, quarterly KPI scorecard, detailed performance metrics, quarterly target-setting, incentive calculation, verification and approval process, conditions for incentive payment, and review and governance mechanisms, which shall be communicated to the selected candidate at the time of joining the Institute, following completion of the selection process.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

Other Condition

Reimbursement of approved official travel and other eligible expenses will be governed by the Institute's applicable rules.

2. Manager – Executive Education and Consulting (On Contract) at Main Campus

Salary: Consolidated salary will be fixed between Rs. 75,000/- and Rs. 90,000/- per month based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 55 years.

Educational Qualification and Experience:

1. Postgraduate qualification in Management or an equivalent discipline from a recognized institution.
2. Relevant experience in executive education, programme management, training administration, event/programme operations or institutional administration.
3. Experience in a reputed academic institution, executive education centre, training organization or similar environment would be desirable.

Job Profile:

1. The Manager–EEC will be responsible for the end-to-end operational planning, coordination and delivery of Executive Education and Consulting programmes after an assignment has been confirmed.
2. The Manager will be the operational owner of programme delivery, ensuring that programmes are executed professionally, efficiently and in accordance with the commitments made to the client. The role will focus primarily on programme operations, logistics, administration, financial coordination, service quality and team management.

Key Responsibilities:

1. Programme Planning

- Take operational charge of programmes/assignments after formal confirmation and handover from the CRO/Chairperson, EEC.
- Closely coordinate and work in collaboration with the Corporate Relations Officer (CRO).
- Prepare a detailed programme implementation plan covering:
 - dates and schedules;
 - faculty requirements;
 - classrooms and venues;
 - participant accommodation;
 - food and hospitality;
 - transportation;
 - IT/audio-visual requirements;
 - programme materials;

- staffing requirements; and
- other logistical arrangements.
- Develop appropriate programme checklists, timelines and responsibility matrices.

2. Faculty and Academic Coordination

- Design and develop proposals in consultation with the faculty members.
- Coordinate with the Chairperson, EEC, Programme Director(s) and participating faculty for programme schedules and operational requirements.
- Ensure timely availability of session schedules, teaching materials, participant information and classroom requirements.
- Coordinate honorarium-related and other administrative documentation as applicable.
- Facilitate smooth interaction between faculty, participants and the EEC office.

3. Client-Side Programme Coordination

- Serve as the principal operational contact for the client after programme confirmation.
- Obtain participant lists, nominations, travel details, special requirements and other programme-related information from the client.
- Communicate programme schedules, joining instructions and logistical information.
- Resolve programme-execution issues promptly while keeping the Chairperson, EEC and CRO informed of significant developments.

4. Programme Logistics and Hospitality

- Ensure seamless arrangements for classrooms, accommodation, catering, local transportation, reception, signage, IT support and programme materials.
- Coordinate with relevant Institute departments, including Administration, Finance & Accounts, Purchase, IT, Estate, Guest House, Security and other units.
- Coordinate with external vendors wherever required.
- Ensure a high standard of participant experience and hospitality.
- Personally oversee critical programmes and high-level client engagements.

5. Programme Administration

- Ensure timely completion of:
 - participant registration;
 - attendance records;
 - programme schedules;
 - certificates;

- programme kits;
 - feedback collection;
 - faculty documentation;
 - client correspondence; and
 - programme closure documentation.
- Maintain systematic programme records and digital archives.

6. Financial and Commercial Administration

- Prepare programme budgets and cost estimates in consultation with the Chairperson, EEC and other stakeholders of the institute wherever required.
- Monitor programme expenditure against approved budgets.
- Coordinate the issue of invoices and follow up internally for financial documentation.
- Track client payments and outstanding receivables and flag delays for necessary action.
- Coordinate vendor bills, faculty payments/reimbursements and programme-related settlements.
- Prepare programme-wise financial and operational closure statements as required.

7. Quality Assurance

- Establish and maintain Standard Operating Procedures and checklists for programme execution.
- Monitor programme delivery against defined service standards.
- Review participant and client feedback.
- Identify recurring operational issues and implement corrective actions.

8. Team Management

- Allocate programme responsibilities to the Assistant Manager and other supporting staff.
- Monitor task completion and ensure accountability.
- Train and guide programme-support personnel.
- Ensure adequate staffing during programmes, including programmes conducted outside normal working hours where necessary.

9. Management Information and Reporting

- Maintain a consolidated calendar of confirmed and proposed EEC programmes.
- Maintain programme-wise operational and financial records.

- Prepare periodic reports for the Chairperson, EEC, covering:
 - programmes conducted;
 - participant numbers;
 - client profile;
 - programme revenue and expenditure;
 - outstanding receivables;
 - participant/client feedback; and
 - operational issues requiring attention.

Essential Competencies

1. Strong programme/project-management capability.
2. Excellent planning and organisational skills.
3. Experience in managing conferences, training programmes, executive education or comparable institutional events.
4. Ability to handle multiple programmes simultaneously.
5. Strong service orientation and attention to detail.
6. Ability to coordinate effectively across multiple administrative departments.
7. Vendor-management and negotiation skills.
8. Working knowledge of budgeting and financial administration.
9. Strong proficiency in MS Excel, Word, PowerPoint and digital collaboration tools.
10. Ability to work under pressure and handle programmes outside regular working hours when required.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

3. Estate Officer (On Contract) at Main Campus

Salary: Consolidated salary will be fixed between Rs. 75,000/- and Rs. 90,000/- per month based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 55 years

Educational Qualification and Experience:

1. **Educational Qualification:** Bachelor's Degree in Civil Engineering with at least 50% marks (or equivalent grade) from a recognized university or institution.
2. **Professional Experience:** At least 15 years of post-qualification experience in construction, estate management, civil engineering works, or maintenance of buildings and infrastructure in Government departments, reputed educational institutions, universities, colleges, public sector undertakings, or commercial organizations of comparable nature and complexity, of which at least 5 years should be in a position carrying Pay Level 10 or above under the 7th Central Pay Commission (CPC), or equivalent pay scale in other organizations.

Desirable:

1. **Relevant Experience:** Experience in estate management, facilities management, campus administration, infrastructure maintenance, or related fields in reputed educational institutions, Government organisations, Public Sector Undertakings (PSUs), private organisations, or other establishments of comparable nature and complexity shall be desirable. Experience in IIMs, IITs, NITs, Central Universities (CUs), IIITs, Centrally Funded Technical Institutions (CFTIs), or other institutions of national or international repute shall be an added advantage.
2. **Knowledge of IT and Digital Systems:** Working knowledge of digital processes and systems relating to estate and facilities management, including inventory management systems, ticketing systems, Information Technology (IT), computer applications, and relevant software tools. Proficiency in MS Office applications (Word, Excel, and PowerPoint), email, and digital communication platforms is expected. Familiarity with Computerised Maintenance Management Systems (CMMS), Computer-Aided Design (CAD), project monitoring and scheduling software, facility and estate management applications, computerised asset registers, maintenance tracking systems, report preparation, data analysis, and digital record management shall be an added advantage.

Job Profile:

1. Day-to-day management of project site-related activities of the campus.
2. Entire estate maintenance, maintenance planning (proactive/preventive/reactive), civil, electrical, mechanical, HVAC, gardening and manpower deployment as per requirement.
 - Maintenance of the campus buildings and facilities.
 - Maintenance of the green environment with necessary horticulture works and maintaining the same.

- Maintenance of all civil, electrical, HVAC, fire safety, water supply and mechanical equipment in campus buildings and facilities and maintaining the inventory of the same.
 - Maintenance of all furniture in campus buildings and facilities.
3. Supervise implementation of all annual maintenance contracts.
 4. Coordination with CPWD and other govt. departments as per the institute's requirements.
 5. Planning and designing of necessary facilities as per the institute's requirements.
 6. Providing a broad scope of work and technical specifications for tender documents with respect to the estate office.
 7. Water management by taking up necessary steps to save and conserve water.
 8. Power management by taking up necessary steps to conserve and save electricity.
 9. Liaison works with local statutory bodies as per the institute's requirements.
 10. Periodically carry out estate maintenance audit, road safety audit and fire safety audit of the campus.
 11. Submission of proposals in respect of construction works, obtaining approval of the competent authority and execution of the works.
 12. To ensure receipt, checking and submission of proposals for payment of electricity bills, water bills, etc.
 13. Any other tasks assigned as per the requirements of the institute.

Key Responsibilities

1. The Estate Officer shall be responsible for the comprehensive management, maintenance, development, upkeep, and efficient utilisation of the Institute's estate and physical infrastructure. The position shall ensure the availability, functionality, safety, cleanliness, and serviceability of academic buildings, administrative buildings, LRC, hostels, employee accommodation, guest houses, utility infrastructure, roads, pathways, indoor and outdoor gaming facilities, playgrounds, WTP, STPs, landscaped areas, and other institutional facilities.
2. The incumbent shall coordinate with the Administration, Engineering and Maintenance teams, CPWD/PWD, consultants, contractors, service providers, and other concerned agencies to ensure timely execution of maintenance activities, quality control, contract compliance, effective resource utilization, and uninterrupted campus operations.

Note: Campus accommodation shall be provided to the Estate Officer, with the applicable license fee and charges for water, electricity, and other utilities, if any, as prescribed by the Institute, in view of the requirement that the Estate Officer reside on campus.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

4. Assistant Manager – Executive Education and Consulting (On Contract) at Main Campus

Salary: Consolidated salary will be fixed between Rs. 55,000/- and Rs. 70,000/- per month based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 50 years.

Educational Qualification and Experience:

1. Bachelor's degree from a recognised university/institution; a postgraduate qualification would be desirable.
2. Relevant experience in programme administration, executive education, training coordination, event management or institutional administration.
3. Experience in an academic institution or professional training environment would be desirable.

Job Profile:

The Assistant Manager–EEC will provide hands-on programme coordination, execution, administrative and logistical support for Executive Education and Consulting activities.

The Assistant Manager–EEC will work under the Manager–EEC and will be responsible for ensuring the timely completion of detailed programme-related activities before, during and after each programme

Overall functional supervision: Chairperson – Executive Education and Consulting, and Dean – Corporate Relations and Faculty Affairs

Reports to: Manager – Executive Education and Consulting

Supervises/Coordinates: Programme/Administrative support staff assigned to EEC.

Key Responsibilities

1. Pre-Programme Coordination

- Maintain programme files, schedules and operational checklists.
- Obtain participant details and maintain participant databases.
- Prepare and circulate joining instructions and other participant communication.
- Coordinate classroom bookings and requirements.
- Coordinate accommodation, food, transportation and other logistical arrangements.
- Prepare programme kits, name badges, stationery, folders and other programme materials.
- Coordinate printing/reproduction of programme materials.
- Assist in the preparation of certificates and programme documentation.

2. Programme-Day Execution

- Manage participant registration and reception.

- Ensure classrooms and programme facilities are ready before sessions commence.
- Coordinate AV/IT support and other classroom requirements.
- Coordinate refreshments, meals, transport and accommodation requirements.
- Maintain participant attendance.
- Provide on-ground support to faculty and Programme Directors.
- Respond promptly to participant requirements and escalate significant issues to the Manager–EEC.
- Ensure programme schedules are followed, and operational requirements are addressed.

3. Post-Programme Activities

- Administer participant feedback.
- Compile feedback and prepare summary reports.
- Ensure distribution of certificates and other programme-related documents.
- Maintain digital and physical programme records.
- Compile expenditure documents, vendor bills and supporting records.
- Support programme financial closure.
- Update participant and programme databases after completion.

4. Administrative Support

- Prepare routine correspondence, internal notes, approvals and documentation relating to EEC programmes.
- Follow up with Institute departments for programme-related approvals and services.
- Maintain records of purchase requirements, work orders and vendor services.
- Maintain programme calendars and booking schedules.
- Support preparation of periodic EEC records.
- Maintain organised digital repositories of client/programme records.

5. Support to Business Development

The Assistant Manager may provide administrative support to the CRO for business-development activities, including:

- maintaining and updating client/contact databases;
- preparing or formatting presentations and programme brochures;
- sending approved programme communications;
- compiling information required for proposals/RFPs

Key Performance Indicators

Performance may be assessed using indicators such as:

- Timely completion of programme-preparation activities.
- Accuracy of participant and programme records.
- Quality and timeliness of participant communication.
- Adherence to programme checklists.
- Accuracy and completeness of documentation.
- Timely processing of programme bills and supporting documents.
- Timely collection and compilation of participant feedback.
- Responsiveness during programme execution.

Essential Competencies

- Strong organizational and coordination skills.
- High attention to detail.
- Good written and verbal communication.
- Ability to work simultaneously on multiple programmes.
- Strong service orientation.
- Ability to coordinate effectively with faculty, participants, vendors and Institute departments.
- Proficiency in MS Word, Excel and PowerPoint.
- Familiarity with online meeting platforms, digital forms and collaboration tools.
- Ability and willingness to support programmes outside normal office hours when required.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

5. Assistant Manager - Programme & Campus Operations (On Contract) at Chennai Campus

Salary: Consolidated monthly salary will be fixed between Rs. 60,000/- and Rs. 75,000/- based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 50 years.

Educational Qualification and Experience:

1. Master's degree in Management with at least second class (50% marks) from a reputed University / Institution. (or) CA/ICWA (or) Master's degree in any discipline AND a Post Graduate Diploma in any field of Management.
2. At least 7 years of post-qualification experience in independently managing administrative, financial, and support systems in any business school of repute/ Government Organizations/PSUs/Centrally Funded Educational Institutions/ or large and reputable organizations.
3. Proficiency in using Microsoft Word, Excel, and PowerPoint.

Desirable: Experience at an IIM/IIT or any other reputed educational institute will be preferred.

Skill Requirements:

- Strong command of computer operations, with proficiency in MS Office, especially Word, Excel and PowerPoint.
- Basic knowledge of Gen AI tools and their use in everyday office work.
- Good verbal and written communication.
- Ability to supervise, assign and review the work of a small team.
- Comfortable working with numbers, data, MIS and periodic reports.
- Strong coordination and stakeholder management capabilities.
- Able to multitask.

Job Profile

The Assistant Manager will be placed at the Chennai Campus of IIM Tiruchirappalli and will support the Academic Office and General Administration in the academic, administrative and operational management of the campus.

1. Programme Coordination and Team Supervision

- Ensure that all academic activities adhere to, and are carried out in accordance with, the Programme Policy Document and other academic policies of the Institute.
- Keep academic records, schedules and checklists.
- Supervise office staff: assign work, track attendance and task completion, and report on performance to the Manager.

- Coordinate arrangements for classes, examinations, and other academic activities with the programme office staff under the guidance of the Administrative Officer (Academics) and Chairperson, PGPBM
- Resolve routine issues and escalate unresolved matters to the relevant activity heads in the Institute Headquarters.

2. PGPBM Admissions Outreach

- Plan and review programme admissions outreach activities and academic administration activities carried out at the Chennai Campus.
- Handle enquiries from prospective candidates and families; maintain the enquiry database and track follow-ups.
- Prepare outreach outcome reports.

3. Corporate and Government Liaison Support

- Assist Institute activities by coordinating meetings and follow-ups with corporates, industry bodies and government agencies in Chennai.
- Maintain a record of engagements and contacts; represent the Institute when delegated.

4. Campus Administration, Infrastructure and Facilities

- Oversee day-to-day functioning of the campus.
- Coordinate manpower for outsourced services and raise procurement requests.
- Ensure compliance with Institute policies and applicable statutory and local requirements.

5. Reporting and Documentation

- Maintain records of academics, administration, expenditure, contracts, facilities and maintenance.
- Prepare periodic reports, as required, on campus operations, admissions outreach and external engagements.

The candidate should be proactive and enthusiastic about delivering positive results with good time management.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

Working Hours at the IIM Tiruchirappalli Chennai Campus*

- Monday to Friday: 11:00 AM to 7:30 PM
- Saturday and Sunday: 8:30 AM to 9:30 PM (campus hours, covered in morning or afternoon shifts)
- Weekly off: Weekly off will be provided on a rotational basis (subject to the Institute's rules).
- The candidate will be required to work on Saturday and/or Sunday, either the morning or afternoon shift.

*Subject to change based on academic and institutional requirements.

6. IT Support Engineer – Network & Security (On Contract) at Main Campus

Salary: Consolidated salary will be fixed between Rs. 60,000/- and Rs. 75,000/- per month based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 40 years.

Required Educational Qualification and Experience:

1. B.Tech/ B.E in Electronics/ECE/CSE/IT or MCA on a regular basis with 6 years' post-qualification experience at the L3 level.
or
2. Three-year polytechnic Diploma in Electronics/ECE/CSE/IT, BSc Computer Science, BSc Computer Science or BCA with 8 years' post-qualification experience, out of which a minimum of five years in L3 level.

Certifications: CCNP / BCNE/ Fortinet NSE Level 3 or higher (Mandatory) and RHCE/MCSE (Preferred)

The certification is not essential for those who have 3 + years of L3 Level hands-on experience in the network and security domain directly from the following industries/organizations:

- Experience from OEMs of major network and security products (Cisco, Juniper, Fortinet, Paloalto, Check Point, Extreme Networks, Ruckus, & HP-Aruba).
or
- Experience from any Network and Security **MNCs** (Multi-National System Integrators) like Dimension Data, IBM, AT & T, Verizon, Wipro, HCL, etc.
or
- National-level academic institutes like IITs/IIMs/NITs/Central universities. Private universities/institutes with a NIRF ranking below 20 will also be considered.
- Please note that the employee should be a direct (regular/contract) employee of the above-mentioned companies/Institutes.

Job Profile: The candidate should have a deep understanding, expertise and hands-on experience in configuring the core network (L3 Switches on HA), security components (UTM/Firewall, LLB etc), virtualised Servers with SAN/NAS external storage, HyperV, Cloud administration, Wifi Controllers on HA, DVMS server, IPPBX, etc. The details are given below:

Mandatory Skills:

1. Should have **hands-on experience** in the configuration and troubleshooting of chassis-based core L3 managed Switches and distribution switches independently. In depth knowledge in switching is essential (Eg: Virtual switch mode in active-active, VLAN, Stacking, dual mode, IPv6 integration, port locking, MAC based authentication, WAN Switch etc.) Should be familiar with the protocols like SNMP, RIP, OSPF, BGP, MBGP, VRF, MVRP, etc. Experience in Brocade

core switches will be preferred.

2. Should have **hands-on experience in the configuration and troubleshooting of high-end UTM/ Firewall** (Preferably Fortinet 600 series or higher/equivalent). Should have strong knowledge to make all the configurations independently, which includes HA (Active-Active) with failover, ISP failover URL/content filtering, VPN, NAT Policy-based forwarding, custom URL categorisation, IPS/IDS, SD-WAN, etc. Those who have experience in independently managing NOC will get preference.
3. Should be able to independently configure and troubleshoot the WLAN controller (preferably Ruckus / Fortinet).
4. Should be familiar with the configuration of IPPBX (VOIP), DVMS Server, Cache appliance and IPAM Appliance. Knowledge in vulnerability assessment & penetration testing using open source tools will also get preference.
5. Should be able to independently handle Virtualized Servers (preferably in Hyper-V platform), SAN/NAS external storage administration and the configuration of Domain controller/ADS, Web server, file server, Cache box, IPAM appliance – DHCP & DNS, etc.
6. Should be well experienced in configuring High Availability (active-active mode) on all the core equipment installed in DC and DR.
7. Should be responsible to guarantee 99.9 % uptime of the ICT infrastructure independently.
8. The candidate should be willing to work on a shift basis, including Saturday/Sunday (6 days a week).

Preferred skills:

9. Hands-on experience in the configuration of AV Over IP, audio-visual processors and AV switchers.
10. Experience in the development of web-based automation packages using .NET/Java/PHP and MSSQL Server/MySQL independently at any stage of his/her career.
11. Experience in hosting and configuring the applications on cloud. Experience in managing the cPanels of hosting servers.

Note: Sales, marketing and techno-commercial experience will not be considered. Experience in mid-sized or large organisations (Enterprise level) only will be considered.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

7. Editorial Assistant (On Contract) at Main Campus

Salary: Consolidated monthly salary will be fixed between Rs. 30,000/- and Rs. 40,000/- based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 40 years.

Educational Qualification and Experience:

1. Post graduation in any field, with at least second class (50% marks). Post-graduation in management will be preferred.
2. Three years' post-qualification experience in copy editing or related fields is desirable.

Required Skills:

1. Excellent verbal and written communication skills in English
2. Ability to adhere to timelines
3. Proficiency with MS Word, MS Excel, and PowerPoint.
4. Basic understanding of AI tools such as ChatGPT and Gemini
5. Ability to proofread lengthy documents
6. Attention to detail

Job Profile:

The Editorial Assistant would be responsible for preliminary screening of papers submitted to the Journal, following up with reviewers to ensure submission of reviews on time, answering questions from authors on submitted manuscripts, proof reading pre-print versions of papers, preparing content for posting on social media, following up with the Journal publishers regarding matters pertaining to the Journal, and helping the Editor on the routine operational tasks concerning the Journal.

The selected person will be responsible for carrying out any other responsibilities assigned by the Institute from time to time.

8. Hindi Supervisor (On Contract) at Main Campus

Salary: Consolidated monthly salary will be fixed between Rs. 30,000/- and Rs. 40,000/- based on experience and qualification. The final salary fixation will be based on the Selection Committee's recommendation.

Upper Age Limit: 40 years.

Educational Qualification:

Master's degree from a recognised University in Hindi with English as a compulsory or elective subject or as the medium of examination at the degree level (50% marks);

or

Master's degree from a recognised University in English with Hindi as a compulsory or elective subject or as the medium of examination at the degree level (50% marks);

or

Bachelor's Degree of a recognised University (50% marks) with Hindi and English as compulsory/elective subjects plus recognised Diploma or Certificate course in translation from Hindi to English and vice versa or two years post qualification experience of translation work from Hindi to English and vice versa in Central / State Government Offices, including Government of India Undertakings.

Experience:

Two years' post-qualification experience of using/applying terminology (terminological work) in Hindi and translation work from English to Hindi or vice-versa, preferably of technical or scientific literature under Central / State Governments / Autonomous Body / Statutory Organisations / PSUs / Universities or recognised research or educational institutions / organisations.

or

Two years' post-qualification experience of teaching in Hindi and English or research in Hindi or English under Central / State Governments / Autonomous Body / Statutory Organizations / PSUs / Universities or recognized research or educational institutions

Desirable:

1. Recognised Diploma or Certificate course in translation from Hindi to English & vice-versa, or three years' experience of translation work from Hindi to English and vice versa in any organisation.
2. Knowledge of Sanskrit / or a modern Indian language.
3. Administrative experience in organising Hindi classes or workshops for note-taking and drafting.
4. Knowledge of Computer Applications.

Job Profile:

1. Translation work from English to Hindi and vice versa of the various letters, orders, training material, forms, circulars, manuals, articles, annual reports, etc., used in various sections of the Indian Institute of Management Tiruchirappalli (IIMT), etc.
2. Maintaining files and records for the translation of all the official documents relating to Hindi.
3. To prepare drafts, notes, write-ups, etc. (digitally & manually) for maps, atlases & other publications in Hindi.
4. Vetting of all the translated materials, annual report, etc., in the Hindi cell.
5. Opening and recording of all the files pertaining to the Hindi cell.
6. Organizing & handling Hindi classes for the employees of IIMT.
7. To extend all sorts of Hindi assistance to all the sections.
8. Support/Training to staff members for the usage of the Hindi language.
9. Conducting Hindi workshops and Training programmes.
10. Monitoring and Implementation of the Official Language.
11. Translation of the IIMT website into the Hindi language and regular updating.
12. Assist the Chief Administrative Officer to deal in correspondence with the Ministry and other central government organisations, and in other activities and for the smooth conduct of Hindi Day/ Hindi Week / Hindi Fortnight, etc.
13. To acquaint officers and staff of IIMT with the Official Language Act, Rules, and other important orders relating to the implementation of the Official Language and to assist and help them in the implementation of the same.
14. To ensure proper compliance with the provisions of the Official Language Act and the orders pertaining to 'Hindi Teaching Scheme and Official Language Policy' in the IIMT.
15. Prepare action plans in accordance with the annual programme for the implementation of the Official Language and to achieve the targets in the implementation of the Official Language.
16. Organising quarterly Hindi meetings, preparation of notice, agenda, minutes, notification and follow-up action.
17. Conducting a meeting of the editorial board and the Hindi magazine related to all work.
18. Collecting data from all sections and preparation of quarterly/annual report of Hindi implementation and uploading on the Department of Official Language portal.
19. Collecting data from all sections and preparation of a six-monthly report of Hindi implementation and sending to the Town Official Language Implementation Committee, Tiruchirappalli.
20. Attending six-monthly meetings and programmes of the Town Official Language Implementation Committee, Tiruchirappalli.

21. Conducting Hindi inspection of the Regional Implementation Office and preparation of the inspection questionnaire.
22. Conducting Hindi inspection of the Committee of Parliament on Official Language and preparation of the inspection questionnaire.
23. Preparation and updating the roster of Hindi knowledge of all employees.
24. Internal inspection of all sections regarding Hindi implementation and preparation of the report.

INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India and must satisfy all prescribed eligibility conditions as on the closing date.
2. Applications shall be submitted only through the Institute's online recruitment portal: <https://www.iimtrichy.ac.in/en/careers-non-teaching> , within the prescribed date and time. No other mode of application or request for extension shall be entertained.
3. Candidates must upload complete and legible documents supporting their age, educational qualifications, experience and applicable category/reservation claims. Experience certificates should clearly indicate designation, period of service and nature of duties.
4. Only qualifications from recognised Boards/Universities/Institutes and relevant post-qualification experience will be considered. The Institute/Selection Committee shall determine the relevance of experience.
5. All information furnished in the application must be correct and final. Incomplete applications, false claims, suppression of material information or submission of fabricated/tampered documents may lead to rejection/disqualification at any stage.
6. Candidates must provide an active e-mail address and regularly check the Institute's recruitment portal and registered e-mail for all communications, including shortlisting and selection process details. No separate communication other than e-mail will be sent to the candidates.
7. Shortlisting and the mode/stages of selection shall be decided by the Institute/Selection Committee. Mere eligibility or being called for a selection stage does not confer any right to appointment.
8. Original certificates and one set of self-attested copies must be produced when called for document verification/selection. Failure to produce the required originals may result in cancellation of candidature.
9. Appointment shall be subject to verification of qualifications, experience, conduct, certificates and medical fitness. Any material discrepancy detected subsequently may result in termination and/or other action as applicable.
10. The Institute reserves the right to accept/reject applications, shortlist candidates, alter/cancel any stage of the recruitment process, and fill or not fill any or all vacancies. Its decision shall be final and binding.

11. The institute reserves the right to relax the upper age limit for deserving candidates.
12. Canvassing in any form will result in disqualification.
13. The selected candidate(s) shall be engaged on a fixed-term contract. The engagement may be extended based on institutional requirements and satisfactory performance.
14. The position is purely contractual in nature and for a limited time period. No claims can ever be made for regularising these positions.
15. The selected incumbent shall submit a relieving letter from the previous employer at the time of joining.
16. Any amendment/corrigendum will be published only on the Institute website. Any dispute relating to the recruitment shall be subject to the jurisdiction of the courts at Tiruchirappalli/Madurai Bench of the Madras High Court.

Disqualification / Misconduct:

Candidature may be cancelled at any stage for ineligibility, false or misleading information, suppression of material facts, impersonation, submission of fabricated/tampered documents, obtaining support through improper means, canvassing, or any other misconduct considered sufficient by the Institute. Such action may include debarment and, where applicable, termination of service and legal action.

Selection Process:

The shortlisted candidates have to appear for the Selection Process that may include a written test/skill test, and an interview.

Documents To Be Uploaded / Produced:

Candidates should upload the documents applicable to them and produce originals with one set of self-attested copies when called for verification at the time of the selection process:

- a. SSLC/10th certificate or equivalent proof of date of birth;
- b. HSC/Class XII certificate, where applicable;
- c. UG/PG degree/Diploma certificates and relevant mark sheets;
- d. Experience certificates and salary certificates, wherever required;
- e. Recent passport-size colour photograph and signature;
- f. Valid photo identity proof; and
- g. Any other document required to support the information furnished in the application.

How to Apply:

1. Read the notification and confirm eligibility before applying.
2. Apply online through <https://www.iimtrichy.ac.in/en/careers-non-teaching> within the prescribed period. Upload the required documents, photograph and signature and submit the application successfully.

3. After submission, retain a printout/PDF of the final application for future use. The hard copy need not be sent to the Institute unless specifically called for.
4. Candidates are advised to submit the application well before the deadline; the Institute will not be responsible for failure caused by last-minute technical issues

Sd/-

Chief Administrative Officer i/c