



भारतीय प्रौद्योगिकी संस्थान
INDIAN INSTITUTE OF TECHNOLOGY MADRAS
चेन्नै / Chennai 600 036

दूरभाष/Telephone: [044] 2257 8115 Email : recruit@iitm.ac.in

Advertisement No. IITM/R/6/2024 dated 11.12.2024

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 position on **Deputation / Contract**.

S.No	Name of the Post	Upper Age Limit	Pay Matrix Level	Number of vacancies
1	Heating, Ventilation and Air-Conditioning (HVAC) Officer	45 Years	Level-11	1 (UR)

Essential qualifications and experience:

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

Eligible candidates can submit their applications online with the necessary proof of qualification and experience. Interested and eligible candidates may submit their applications online in the prescribed application form available on the Institute's recruitment website: <https://recruit.iitm.ac.in>.

Candidates are instructed to go through the '**INSTRUCTIONS TO THE CANDIDATES**' before filling the applications and proceed further..

The last date for submission of the online application is **10.01.2025 (IST 05.30 pm)**.

REGISTRAR

IMPORTANT INSTRUCTIONS TO THE CANDIDATES

1. Candidates must be citizens of India.
2. Candidates should apply **online only** in the website <https://recruit.iitm.ac.in>. The last date and time for submission of online application is **January 10, 2025 (IST 05.30 pm)**. 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 application. The candidates shall upload a copy of the following relevant documents in the sequence mentioned below:
 - a) Certificates of educational qualifications should be in chronological order i.e. SSLC, HSC, Diploma, UG Degree, PG Degree, Ph.D., mark sheets of all semesters/years in proof of required percentage acquired in 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-NCL/EWS/Ex-servicemen etc.), if applicable.
 - d) Certificates of experience should be in chronological order and 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 with breakup of the salary to enable comparison with the scales and pay of the Government indicated against each post wherever required.
 - f) A certificate of proficiency should be submitted, wherever required, with respect to desirable qualifications.
4. 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 a Written Test / Interview.
5. All educational qualifications must be from a recognised Board/University/Institute only.
6. 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.
7. **The post will be filled through Deputation / Contract. The deputation shall be on the terms and conditions of DoP&T/Gol orders. The contractual appointment shall be for a minimum of 3 years, extendable up to a maximum of 5 years.**
8. Application fee of Rs.500/- (Rupees Five Hundred only) should be paid through an online portal. No application fee for SC/ST/PwD/Women candidates. The Fee paid shall not be refunded under any circumstances, nor can the fee be held in reserve for any other application or examination or selection.
9. Applicants who are in Government employment / PSUs/Government Autonomous Institutions / Central and State Government Undertakings will be required to produce a No Objection Certificate along with Vigilance Clearance at the time of document verification / Written Test / Interview.
10. The Institute reserves the right to restrict the number of candidates for written 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.
11. 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 a call letter for a written test / Interview to the candidate will not imply that his/her candidature has been found eligible.
12. After successful online submission of the application, a printout of the application form must be obtained and submitted by the candidate when called for a Written Test / Interview. **The Hard copy of the application is NOT to be sent to the Institute.**
13. Calling a candidate for a Written 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.
14. Candidates will be short-listed for Written 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 Written 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.

15. 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 their services shall be liable to be terminated.
16. 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.
17. The Institute has a right to decide the mode of screening and testing the applicant for shortlisting and selection.
18. The Institute reserves the right to fill or not fill any of the advertised positions.
19. The Institute strives to have a workforce that reflects gender balance, and women candidates are encouraged to apply.
20. Candidates are advised to fill in their correct and active e-mail addresses in the online application as all correspondence will be made by the Institute through e-mail only. Written 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.
21. The appointment of the selected candidates is subject to medical fitness as per the norms.
22. 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.
23. 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.
24. All details furnished in the online application will be treated as final, and no changes shall be entertained later at any stage. The applicant will be solely responsible for the entries made in the application form.
25. No TA/DA shall be paid for attending any stage of the selection process.
26. No correspondence whatsoever will be entertained from candidates regarding the conduct and result of the Written Test / Interview.
27. Canvassing in any form or influencing any official related to the recruitment/selection process would result in immediate disqualification of the candidate.
28. 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.
29. Non-compliance with instructions mentioned in the advertisement may result in the rejection of the application.
30. The last date for submission of the online application is **10.01.2025**.
31. For any query or clarification, please write to recruit@iitm.ac.in. Queries sent on other emails will not be entertained/replied to.
32. Any dispute with regard to the selection/recruitment process will be subject to Courts having jurisdiction over Chennai.

Date: 11.12.2024

Registrar