

NOTICE: SCHEDULE FOR NON-TEACHING RECRUITMENT EXAMINATION

The Institute hereby notifies all applicants regarding the schedule for the Written Examinations and subsequent Skill Tests for various non-teaching positions advertised vide notification no. 24/2025 dated 20th December 2025.

A. Examination Schedule & Skill Test Timeline

1. Written Examination Window: June 15, 2026, to July 01, 2026.

S. No.	Name of the Post	Proposed date of examination	Proposed date of interview/skill test
1.	Assistant Executive Engineer (Civil)	28/06/2026 (FN)	28/06/2026 (AN)
2.	Medical Officer	27/06/2026 (FN)	27/06/2026 (AN)
3.	Assistant Registrar	29/06/2026 (FN)	29/06/2026 (AN)
4.	Nurse	16/06/2026 (FN)	16/06/2026 (AN)
5.	Private Secretary	15/06/2026 (FN)	15/06/2026 (AN)
6.	Superintendent	24/06/2026 (FN)	25/06/2026 (FN)
7.	Technical Assistant (IT)	17/06/2026 (FN)	17/06/2026 (AN)
8.	Technical Assistant (Biology)	18/06/2026 (FN)	18/06/2026 (AN)
9.	Junior Library Superintendent	01/07/2026 (FN)	01/07/2026 (AN)
10.	Junior Translator (Rajbhasha)	30/06/2026 (FN)	30/06/2026 (AN)
11.	Junior Office Assistant (Multi Skill)	22/06/2026 (FN)	23/06/2026 (FN)
12.	Lab Assistant (Biology)	19/06/2026 (FN)	19/06/2026 (AN)
13.	Lab Assistant (Chemistry)	20/06/2026 (FN)	20/06/2026 (AN)
14.	Lab Assistant (Physics)	21/06/2026 (FN)	21/06/2026 (AN)

Note: FN - Forenoon, AN – Afternoon

“There is no examination scheduled on 26th June 2026 in view of the closed holiday on account of Muharram as declared by the Government of India. In case of any further changes in the examination dates subsequently notified by the Government of India, the same shall be informed separately and information regarding rescheduling (if any), shall be published on the Institute website.”

2. By submitting the online application form and subsequently appearing for the Written Examination/Skill Test, the candidate explicitly acknowledges that they have read, understood, and unconditionally accepted all the terms, conditions, logistical constraints, and instructions detailed in this Notice.

3. Candidates who appear for the Written Examination should note that the mandatory Skill Test (wherever applicable) will be conducted on the same day or the immediately following day of the respective written exam, as per the aforementioned schedule.

4. The mandatory Skill Test (wherever applicable) shall be conducted strictly as per the specific dates and sessions specified in the table under Section 1. The phrase 'same day or immediately following day' is descriptive of the schedule as a whole; candidates must strictly adhere to the exact date mapped to their respective post, and no individual deviation or rolling over to the next day will be permitted under any circumstances.

5. For further details like Scheme of Selection, Pattern of Written examination and Syllabus, please refer to the Institute's website.

6. No requests for a change of date or time will be entertained due to travel-related difficulties. Failure to report at the designated time will result in the forfeiture of candidature.

B. Venue, Travel & Logistical Information

7. The Institute shall conduct the written examinations and skill tests for the majority of positions at the **IISER Tirupati** campus. For a few positions, the assessment is scheduled to be held at both **IISER Tirupati** and **IIT Tirupati** campuses.

8. Specific venue assignments will be detailed in the respective **Hall Ticket**. Applicants are hereby informed that the two institutes are situated approximately **5 kilometers** apart. Candidates are advised to plan their travel accordingly to ensure a timely arrival at the correct venue.

9. Candidates are solely responsible for ensuring they reach the correct venue as mentioned in their Hall Ticket. Any candidate appearing at the wrong campus/venue shall not be permitted to take the examination and no re-examination shall be conducted.

10. The examinations will be conducted at the below mentioned address:

a. IISER Tirupati: Srinivasapuram-Jangalapalli village, Yerpedu Mandal, Venkatagiri Highway, Tirupati District, Andhra Pradesh.

b. IIT Tirupati: Venkatagiri Road, Yerpedu Post, Tirupati District, Andhra Pradesh - 517619.

11. Candidates are strongly advised to take note of the following logistical constraints to ensure timely arrival:

12. The Institutes are located in a developing zone. Standard e-commerce taxi services (e.g., Ola, Uber) do not operate in this vicinity. Candidates must rely on public transport or pre-booked private rentals.

13. The Institute has better connectivity in the following routes (nearest town areas), which have train and road transport facilities:

- Srikalahasti – Yerpedu – IISER Tirupati
- Tirupati – Yerpedu – IISER Tirupati
- Venkatagiri – IISER Tirupati

14. Candidates are advised to treat the travel time as minimum 60–90 minutes from Tirupati city considering possible traffic, weather, and limited public transport.

15. Candidates are requested to make their own comprehensive arrangements for travel and stay in Tirupati city or surrounding urban areas, and factor in a travel time as mentioned above to reach the campus.

16. The Institute does not provide any on-campus accommodation or lodging facilities for candidates. Furthermore, there are no commercial hotels or guest houses in the immediate proximity of the Yerpedu campus. Candidates coming from a long distance may look for accommodation in the above-mentioned town areas.

17. The Institute does not make arrangements for boarding and lodging of any candidate. Any correspondence in this regard shall not be entertained.

18. The Institute shall not be held responsible for any delays, lack of transport, or inability of the candidate to secure accommodation. It is the sole responsibility of the applicant to manage their logistics.

19. The Institute shall not be responsible for any candidate who reaches late due to any reason whatsoever.

20. **Climate in Tirupati District:** Tirupati is known for its tropical climate, which can be characterized by high temperatures and significant humidity. Even during morning hours, the heat index can be quite high. Candidates appearing for the written and skill tests are advised to prepare for extreme weather conditions. It is strongly recommended that applicants prioritize hydration, wear breathable attire, and take necessary precautions to mitigate the effects of heat and humidity during their stay.

C. Hall Ticket, Reporting, Entry and Exit Instructions

21. The Hall ticket is issued only on an application of the candidate and such issuance is purely on a provisional basis without verifying the eligibility of the candidate(s) vis-à-vis the eligibility criteria notified in the Advertisement and therefore, the entire responsibility solely is on the Candidate, who is making an application, to ensure that he/she meets the qualification criteria and also the other requirements in the Advertisement and as such, mere issuance of Hall ticket does not imply that the candidature of such candidate meets the eligibility criteria in the Advertisement or that his/her candidature has been finally cleared by the Institute or that the entries made by the candidate in his/her application for the examination have been accepted by the Institute as true and correct and also subsequent

clearance in the written examination/selection process does not confer any right of appointment.

22. By downloading the Hall Ticket, the candidate acknowledges the geographical distribution of venues across both campuses. It is the sole responsibility of the candidate to factor in inter-campus transit times. The Institute shall not be liable for any delayed reporting at a secondary venue due to traffic, transit constraints, or completion timelines of the preceding session.

23. Hall tickets will be available for download exactly one week prior to the commencement of the examination window using the login credentials, which were created by the applicant/s during submission of their respective online application.

24. All candidates are required to read the instructions given herein & in the Hall ticket carefully and strictly follow them.

25. The candidates can download only one hall ticket for a post, though they have submitted multiple applications for the same post for the same Advertisement.

26. Candidate must bring a legibly printed Hall ticket, one photo identity proof issued by Government in original like Driving License, Aadhaar Card/E-Aadhaar/Passport, PAN Card, failing which the candidate will not be allowed to enter the Examination Centre.

27. All other ID/ Photocopies of IDs, even if attested, scanned IDs in the mobile phone will NOT be considered as valid ID Proof for admission to the examination hall. Aadhaar is acceptable only with downloaded e-Aadhaar having QR code and successful validation.

28. Candidates are advised to verify the location of the Institute/s well in advance so that they do not face any problem on the day of the test.

29. The candidate must reach the Examination Centre at the reporting time indicated on the Hall ticket.

30. The candidate is requested to reach the Venue well in advance to undergo frisking.

31. No late attendance is allowed and the gates will be closed once the examination commences. No candidate shall be permitted to leave the Examination Hall before the end of the examination. Candidates will not be allowed to enter the examination venue if they fail to report before the commencement of the test. The candidates are advised to bring their own Blue/Black Ball point pen. Candidates must use only Blue/Black Ballpoint pen for marking responses on the OMR sheet.

32. He/She will be allowed to enter the Examination Hall 60 minutes before prescribed time for the commencement of the Test and get seated immediately as per the instructions of the official at the exam hall.

33. All candidates must be seated in the Examination Hall atleast 30 minutes before the start of examination.
34. The candidate will furnish such necessary and correct information as may be required from him/her in the Examination Hall by the Invigilator other designated Officials authorized.
35. No candidate shall go outside the Examination Hall for any purpose, whatsoever, without prior permission of the Invigilator. No candidate shall be permitted to leave Examination Hall until the allotted time is completed.
36. Any candidate found loitering within the Institute premises and failing to report to the examination hall before the start of the examination will not be permitted to appear for the examination and shall be instructed to leave the Institute premises immediately.
37. The Institute officials will be guiding the candidates to the respective exam hall at the venue on the day of Examination /Recruitment Test Post Frisking process.
38. On completion of the Recruitment Test, the candidate shall continue to be seated and wait until OMR Sheet is collected and is allowed to go by the Invigilator.
39. The Candidate has to leave the hall after the examination and after the instruction from the invigilator only.
40. The candidates should not crowd near or loiter in and around the Examination Hall or Institute's premises after the examination.
41. All candidates must adhere to the security protocols displayed at the campus entry point, instructions to candidates enclosed herewith and all other instructions as instructed from time to time.

D. HANDLING OF OMR /TEST BOOKLET

42. Candidates are strictly required to accurately complete all information fields in the designated columns. No alterations, erasures, or corrections to the Hall Ticket number shall be permitted in the OMR sheet. The Institute shall not be held liable for any inaccuracies, extraneous markings, strikethroughs or omissions made by the candidate; all consequences arising from such errors, including the potential invalidation of the script, remain the sole responsibility of the candidate. The results of such OMR sheets shall not be generated and the Institute shall not be responsible for the same. Therefore, all candidates are hereby instructed to fill in the OMR sheet very carefully without any errors.
43. Immediately after the commencement of the test, the candidate should check that the Test Booklet supplied to him/her does not have any unprinted or torn or missing pages or items. If so, he/she should bring it to the notice of the invigilator and get it replaced by a completely new Test Booklet.

44. The candidate must not write his/her name or anything else except the specific item of information asked for in the OMR Sheet/Test Booklet.

45. The candidate must take care to ensure that the OMR Sheet is not folded, mutilated or torn during handling. There should be no extraneous marking in the OMR Sheet.

46. The candidate should not tamper with or take away the OMR Sheet with him/her. He/she will be penalized for any attempt to do so. Failing to do so will invalidate the candidature. It is the responsibility of the candidate to ensure that the OMR is submitted to the invigilator of the hall.

E. Eligibility, Reservation & Verification

47. The candidate must note that the Institute takes up the verification of eligibility conditions i.e. age, educational qualifications, community and Experience (if required) etc. with reference to original documents only of those candidates who qualify in the examination as per the advertisement. Unless the candidature is formally confirmed by the Institute, it continues to be "Provisional". As such, Institute reserves its right to reject the candidate who has qualified in the examination if his/her candidature is found to be not in conformity with the requirements under the Advertisement.

48. The candidate must also note that if subsequent to the issue of Hall ticket, ineligibility is detected at any stage before or after the examination or if the conditions prescribed in the Rules and Instructions given in the Advertisement or any other additional information/documents called for at any stage are not complied with within the time specified therein, the candidature would be rejected.

49. The last date for submission of application(s) for the advertisement is considered as a crucial date to derive or assess the eligibility.

50. Candidates belonging to SC/ ST/ OBC/ EWS/ PwBD categories are being provisionally allowed based on their claim as per the crucial date in the Advertisement. However, such candidates are advised to keep their certificate ready which will be verified before the skill test and at the time of joining, if selected. If a candidate shortlisted under above category does not have the relevant certificate as per the details advertised by the Institute, then the claim for appointment shall stand cancelled and the appointment will be filled with another eligible candidate. Request for change of Category will not be accepted under any circumstances at any stage. No additional time shall be granted for providing the certificate under any circumstances.

51. The decision of the Institute regarding eligibility under reserved categories shall be final and binding. No request for change of category or fresh opportunity to produce certificate shall be entertained under any circumstances.

52. The certificate uploaded at the time of filling the application by the candidate in the portal must match the original certificate as produced by the candidate during verification. Any change shall lead to disqualification.

53. Visually challenged candidates (with a disability of 40% or more) will be allowed Compensatory/ Extra time of 20 minutes per hour of the examination as per GoI norms. Advance intimation for requirement of scribe must be intimated by the candidate by an email to recruitment@iisertirupati.ac.in. The Institute will not be held responsible if the prior intimation to the above-mentioned email id for requirement of scribe is not made by the candidate. The Institute's decision on the grant of scribe and extra time shall be final. Any request made after the commencement of the examination window shall not be entertained.

54. The Institute reserves the right to capture photographs (biometric data like fingerprints, facial recognition, if required)) of the candidates at the time of the Written Examination and verify the same during subsequent stages, including the Skill Test and document verification. Any mismatch will result in immediate disqualification and legal action for impersonation.

F. Examination Hall Conduct & Permitted Items

55. The candidates are allowed only the following items in the hall: -

- Blue/ Black Ball point pen only.
- Hall ticket
- Valid Government issued Identify Proof.
- Spectacles (required for vision).

56. Candidates are strictly prohibited from bringing, possessing, or using any unauthorized items or engaging in malpractice within the Examination Hall.

i. Prohibited Electronics, Gadgets, and Wearables

Possession of any electronic device whether switched on, in silent mode, or completely powered off is strictly forbidden and will result in immediate disqualification. This includes, but is not limited to:

- Smartphones, feature phones, tablets, and pagers.
- Smartwatches, fitness trackers/bands, smart rings, smart glasses, or any wearable biometric monitors.
- Wireless earbuds (e.g., AirPods), Bluetooth headphones, neckbands, and hidden/micro earpieces.
- Calculators (unless explicitly permitted for specific papers), USB flash drives, hard drives, pocket PCs, and electronic organizers.
- Any device with built-in artificial intelligence assistants, cameras, voice recorders, or scanning capabilities.
- Note on Analog Watches:** Only standard, purely mechanical/analog wristwatches with no digital displays or connectivity features are permitted. The invigilator reserves the right to inspect any timepiece.

ii. Unauthorized Materials

Candidates must not bring any written, printed, or blank material into the hall, including:

- Books, notebooks, loose sheets of paper, or cheat sheets.
- Log tables or specialized geometry sets (unless officially provided by the Institute).
- Wallets, pouches, or cases that are not completely transparent.

iii. Prohibited Conduct (Malpractice)

Strict disciplinary action, including a ban from future examinations, will be taken against any candidate found:

- a) **Receiving assistance** from other candidates, digital sources, or external individuals.
- b) **Giving assistance** or attempting to display their answer sheet to other candidates.
- c) **Communicating** in any form (verbal, non-verbal, or electronic) once inside the examination hall.

iv. Important Advisory Regarding Personal Belongings:

Candidates are strongly **advised not to bring** any personal, valuable, or prohibited items to the examination centre.

- a) The Institute does not have, and therefore cannot provide, any safe storage facilities or lockers for candidates to store their personal belongings.
- b) The Institute (or) any of its employees shall **bear zero responsibility** for the loss, theft, or damage of any personal items brought to the venue.

57. No Candidate should adopt any unfair means or indulge in any unfair practices at the examination. If any candidate is found indulging in any unfair means/ unfair practices at any stage of examination, his/her candidature will be cancelled, and legal action will be taken, or any other action(s) as deemed fit including debarring him/her from all future examinations conducted by the Institute.

58. Non-compliance with the norms would lead to immediate expulsion from the written/skill test and the selection process.

59. Silence must be observed at all times in the Institute and Examination Hall.

60. The candidate must attempt questions in accordance with the directions given on the Question Paper Booklet.

61. The candidate must abide by the instructions on the cover of the Question booklet and on the OMR Sheet and such further instructions as may be given by officials /Invigilator of the Institute. If the candidate fails to do so or indulges in disorderly or improper conduct, he/she will render himself/herself liable to expulsion from the Examination/Test and/or such other punishment as the Institute may deem fit to impose.

62. The question papers are set in 'English' language only except for the post of Junior Translator (Rajbhasha). The question Paper will be objective type and questions should be answered in the OMR sheet. There is negative marking in question Paper and in this regard, the candidates are advised to read the instructions in the Question Paper.

63. The candidate is required to write the hall ticket number mentioned in the hall ticket on the OMR Sheet and the Question Paper Booklet provided.

64. The OMR Sheet will be supplied by the Invigilator of the Examination Hall. The candidate will not be provided any separate sheet for rough work as blank sheets for rough work will be appended at the end of the Test Booklet itself.

65. The candidate must mark the answers himself/herself with Black/Blue Ball point pen only by bubbling the appropriate circle on the OMR Sheet. Under no circumstances, the candidate will be allowed the help of any other person to mark responses.

66. Write clearly in with Blue/ Black Ball point pen only, in the details/ in spaces provided in the OMR Sheet and Question Booklet and as per the instructions of the Invigilator.

67. Any discrepancy, stray marking, or faulty encoding in the OMR sheet will result in its automatic rejection by the electronic evaluation software. The Institute explicitly disclaims any obligation to undertake manual evaluation, manual correction, or physical verification of such rejected OMR sheets. The digital determination of invalidity shall be final and binding.

68. The candidates should note that any omission/mistake/discrepancy in encoding/filling/stray marking in the OMR sheet, will render the OMR sheet liable for rejection.

69. Candidates are not allowed to take with them the Question Paper and OMR Sheet. All the documents shall have to be submitted to the Invigilator. Any violation will lead to disqualification of the candidature.

G. Other Instructions

70. Mere issuance of Hall Ticket and allowing the Candidate to undergo the selection process and the selection thereof does not confer any right of appointment upon the Candidate unless and until such candidate's candidature is strictly in conformity with the requirements under the Advertisement. If it is detected at any time in future, during the process of selection or even after the appointment that the candidate was not eligible as per the prescribed eligibility criteria in this advertisement, which could not be detected at the time of selection for whatsoever reason, his/her candidature/appointment shall be liable to be cancelled/terminated immediately.

71. The issuance of the Hall ticket, the participation in the Written/Skill test, and the subsequent inclusion in any merit list or shortlist do not create any vested right, legal equity, or legitimate expectation of appointment. The Institute retains the absolute, unfettered right

to cancel the recruitment process for any or all positions at any stage without assigning any reason whatsoever.

72. Any legal dispute, claim, or litigation arising out of or in connection with this recruitment process, notifications, examinations, or selections shall be subject to the exclusive jurisdiction of the competent courts located in Tirupati / Andhra Pradesh only.

73. Notwithstanding anything contained in this Notice, the Institute reserves the absolute, unilateral right to alter, amend, postpone, reschedule, or cancel the dates, sessions, windows, or venues of the Written Examinations and Skill Tests for any or all positions. Such changes may be executed due to administrative exigencies, technical/logistical constraints, extreme weather conditions, public health directives, force majeure events, or any unforeseen emergencies.

74. The submission of an application form or the issuance of a Hall ticket does not create any contract, vested right, or legal equity in favour of the candidate. Consequently, the Institute, its officers, and employees shall bear absolute zero financial or legal liability for any direct or indirect losses, including but not limited to travel cancellations, hotel booking forfeitures, loss of wages, or logistical expenses incurred by the candidates due to such rescheduling or cancellation. Candidates are explicitly advised to factor in this possibility when making non-refundable travel arrangements.

75. Candidates are advised to check updates on the Institute website and Recruitment Portal regularly. They should also check their mailbox on the registered E-mail including spam folder for latest updates and information. The Institute will not be responsible for any loss of e-mail sent, due to invalid / wrong e-mail ID provided by the candidate or delivery of e-mails to Spam mail folder or for delay / non-receipt of information if a candidate fails to access his / her mail. For results and updates please visit the Institute's website. No correspondence will be done by post (or) through any other mode of communication. The applicants will be able to download the hall tickets from the recruitment portal through which they applied for the post only.

76. Canvassing in any form, including political, administrative, or external influence, by or on behalf of the candidate shall lead to immediate and irreversible disqualification of the candidature at any stage of the selection process.

77. No TA/DA will be given for attending the written exam/skill test. Travelling and other expenses must be borne by the candidate himself/ herself. Nor any refunds or any money, in any form, would be entertained by the Institute for any reason whatsoever.