



INDIAN INSTITUTE OF MANAGEMENT SHILLONG
Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya

No. IIM/Admn/119/17/2019/291

16 September 2019

Indian Institute of Management Shillong invites applications in the prescribed format available in the website of the Institute for the following Posts:

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| 1 | Name of the Post | Finance Officer |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 13 |
| | Qualification | Associate Member of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India |
| | Experience | Minimum 15 years of experience in Group-A post in Grade Pay Rs. 6,600/- or 10 Years in Grade pay Rs. 7,600/- in Govt./Public Sector undertaking / Industry having knowledge of Govt. Financial Accounting, Taxation, Audit rules and procedures. |
| | Age Limit | 45 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 2 | Name of the Post | Manager (Corporate Affairs, Placement & Public Relations) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level-12 |
| | Qualification | Masters' Degree with minimum 60% marks from recognized University |
| | Desirable | MBA/Masters' Degree in Journalism |
| | Experience | Minimum 10 years of experience in Group-A post in Level 10 or 15 Years in Level 09 in Govt./Public Sector undertaking / Industry with experience of Corporate Affairs. |
| | Age Limit | 45 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 3 | Name of the Post | Security Officer |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |
| | Qualification | Graduate from a recognized Institute/University with minimum of 60% Marks. |
| | Experience | Minimum of 5 years of experience as a Short Service Commissioned Officer in the Army/Navy/Air force with Security Officers Course of DGR. |
| | Age Limit | 35 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 4 | Name of the Post | Audit Officer |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |

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| | Qualification | Associate Member of Institute of Chartered Accountants of India or Institute of Cost & Works Accountants of India. |
| | Experience | 7 years' experience in an Institute of repute Govt. of India/Autonomous Bodies/PSU in the Grade Pay of Rs. 4,600/4,800 relating to Audit in Govt./PSU/Autonomous Bodies. |
| | Age Limit | 35 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 5 | Name of the Post | Administration Officer (Academics) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |
| | Qualification | Graduate from a recognized Institute/University with minimum of 60% marks |
| | Experience | Minimum 5 years of experience in Pay Band 2 with GP 4200/- and above, out of which 2 years' experience in a Government Institute/Organization with good working knowledge and experience in Academic Administration, Office Administration, Student Administration etc. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 6 | Name of the Post | Administration Officer (Web Enabled Education & Outreach Programme) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |
| | Qualification | BE/B.Tech Electronics/Computer Science or equivalent from a recognized University / Institute / Organization with 60% marks. |
| | Experience | 5 years' experience in an Institute of repute, relating to Web Design, ERP and management of IT Systems and Web Enabled Education with a Grade Pay of Rs. 4800/-. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 7 | Name of the Post | Administration Officer (Executive Education and Professional Practice) |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |
| | Qualification | Master's Degree with 60% marks. Preference will be given to candidates with an MBA |
| | Experience | 7 years' experience in a reputed organization relating to Recruitment, Placement and Training and to assist in conduct of Management Development Programmes in an Institute of repute with a Grade Pay of Rs. 4800/- or equivalent. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 8 | Name of the Post | Resident Medical Officer |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 10 |
| | Qualification | A recognized qualification included in the First or Second Schedule or Part II of the Third schedule (other than licentiate qualifications) of the Indian Medical Council Act, 1956 (ii) Completion of compulsory rotating internship. Note: Holders of the educational qualifications mentioned in Part II of the 3rd schedule |

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| | | should also fulfil the condition stipulated in Sub Section 3 of Section 13 of the Indian Medical Council Act, 1956 |
| | Experience | Minimum 05 years of experience as a Registered Practitioner |
| | Age Limit | 35 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 9 | Name of the Post | Office Assistant |
| | No. of Posts | 3 (three) |
| | Category | OBC = 2 posts SC = 1 post |
| | Scale of Pay | Level - 6 |
| | Qualification | Graduate from a recognized University or Equivalent with 55% Marks. |
| | Experience | 05 (Five) Years' Experience of Working as Office Assistant in Grade Pay of Rs 2400/-. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 10 | Name of the Post | Hostel Manager |
| | No. of Posts | 1 (one) |
| | Category | Reserved for PWD (OH) |
| | Scale of Pay | Level - 6 |
| | Qualification | Post Graduate from a recognized University or Equivalent with 55% Marks. |
| | Experience | 05 (Five) Years' Experience of Working as Hostel Manager |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 11 | Name of the Post | Receptionist |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level - 6 |
| | Qualification | Bachelor's Degree of a recognized University or Equivalent. |
| | Experience | 5 years' experience in the relevant area in an Institute of repute. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 12 | Name of the Post | Accountant |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level - 6 |
| | Qualification | Master's Degree in Commerce (M. Com) with 55% marks. |
| | Experience | 5 years' experience in a reputed organization relating to Accounts / Audit. Preference will be given to candidates with knowledge of Govt. Accounts. |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 13 | Name of the Post | Library Information Assistant |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level - 6 |
| | Qualification | Master's Degree in Library and Information Science or Equivalent with a Minimum of 60% Marks |
| | Experience | Minimum 01 Year Experience of Working in an Institute / University |

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| | Age Limit | 35 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |
| 14 | Name of the Post | Multi-Tasking Assistant |
| | No. of Posts | 1 (one) |
| | Category | Un-Reserved |
| | Scale of Pay | Level – 2 |
| | Qualification | Passed 10+2 (Higher Secondary). |
| | Experience | 01 year experience in the relevant area |
| | Age Limit | 30 years as on 11 October 2019. Relaxation in age as per Govt. of India rules in force. |

IMPORTANT INSTRUCTIONS

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| 1 | Interested candidates may apply in prescribed format available in the website furnishing all particulars. |
| 2 | Mere fulfilment of minimum eligibility criteria is not a claim for interview call. |
| 2 | The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases. |
| 3 | The Institute reserves the right to fill or not to fill any or all the posts. |
| 4 | Written test / Skill test /Computer test etc. will be conducted for all Group-B & C Non-Faculty Posts. |
| 5 | Shortlisted candidates will be called for Written test / Skill test /Computer test / Interview as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final. |
| 6 | No interim correspondence will be entertained. |
| 7 | Canvassing in any form will lead to disqualification. |
| 8 | Only short-listed candidates will be contacted. If a candidate has not be contacted, she/he should assume that her/his application has not been shortlisted. |
| 9 | The Institute reserves the right to reject any/all applications without assigning any reason. |
| 10 | Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute. |
| 11 | Only interested candidates who fulfil the minimum eligibility criteria may apply on the prescribed form downloaded from the Institute website www.iimshillong.ac.in . The duly filled in PDF form should be e-mailed to vacancy@iimshillong.ac.in. |
| 12 | Submission of the downloaded applications through email at vacancy@iimshillong.ac.in is mandatory. |
| 13 | <p><u>STEPS TO FILL AND SUBMIT THE APPLICATION FORM</u></p> <ol style="list-style-type: none"> 1. Download the Application form in your laptop/desktop. 2. Open the PDF form using Adobe Acrobat 9.0. 3. Fill up the form. Click “File” and Select “Save As” option to save your file. 4. Ignore the Submit Form Button (Top Right) in the Application form 4. Save it in your laptop/desktop. (Please do not Scan or Print it as PDF to save the document) 5. Send this filled-up saved application form as an attachment to vacancy@iimshillong.ac.in |

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| 14 | <p>For All posts: Printed Application Forms alongwith all self-attested copies of Mark Sheets and Experience Certificates along with recent passport size photograph affixed should reach “The Chief Administrative Officer, IIM Shillong, Mayurbhanj Complex, Nongthymmai, Shillong – 793014, Meghalaya” before 16 October 2019.</p> <p>For posts at Sl. No. 9 and Sl. No. 10 Candidates are required to submit Caste / Disability Certificates along with Mark Sheets, Experience Certificates and recent passport size photograph.</p> |
| 15 | <p>Candidates, who are already in service are also required to apply in the prescribed format and forward the application to vacancy@iimshillong.ac.in However, a print out of the application should be forwarded through Proper Channel and should reach before 16 October 2019.</p> |
| 16 | <p>The candidates already is service will be required to produce a No Objection Certificate (NOC) from their current employer, at the time of interview.</p> |
| 17 | <p>The Last date for Submission of Applications by Email is 11th October 2019.</p> |
| 18 | <p>The Last date for Submission of Printed Application Forms alongwith all self-attested copies of Mark Sheets and Experience Certificates and recent passport size photograph is 16th October 2019.</p> |
| <p>Click Here To Apply</p> | |

Sd/-
Chief Administrative Officer
IIM Shillong