



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

No. IIM/Admn/119/21/2020/763

03 September 2020

ADVERTISEMENT FOR NON-TEACHING POST

Indian Institute of Management Shillong invites applications for the following Non-Teaching Post:

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| 1 | Name of the Post | Resident Medical Officer (on Contract) |
| | No. of Posts | 1 (one) |
| | Tenure | On Contract for a period of 2 years initially which may be further extended if required. |
| | Category | Un-Reserved |
| | Scale of Pay | Level-10 + Non Practicing Allowance as applicable |
| | Qualification | MBBS or MD from a recognized University. |
| | Experience | Minimum 5 years of experience as a Registered Practitioner |
| | Age Limit | 45 years as on the last date of Publication of the Advertisement |
| | Job description | <ul style="list-style-type: none">• Will be in charge of the Wellness Centre at Institute's campus.• Will look after all administrative work of Institute Wellness Centre.• Will be required to stay in the campus to provide 24 hours medical attention to employees and students of the Institute.• To provide health related advice to the Institute functionaries.• To maintain medical records of Institute's employees and students who had undertaken medical consultation.• To liaise with approved hospitals for medical treatment of the employees and students of the Institute.• Verify and countersign all the reimbursement Medical bills of the Institute's employees.• To ensure availability of essential medicinal stock in the Wellness Centre for providing immediate treatment/first aid, etc.• To ensure sanitation is maintained in the campus and take rounds of hostels, mess, kitchen, etc. and submit monthly report of the same.• Any other duties as assigned by the Institute. |

IMPORTANT INSTRUCTIONS

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| 1 | Interested candidates may apply through the Recruitment Portal available on the website. |
| 2 | Mere fulfilment of minimum eligibility criteria is not a claim for interview call. |
| 3 | Relaxation in percentage of qualifying marks will be given upto 5% for SC/ST/Differently abled candidates and upto 3% for OBC candidates. |
| 4 | Relaxation in upper age limit will be given upto 5 years for SC/ST/Differently abled candidates and upto 3 years for OBC candidates. |
| 5 | The Institute may relax all or any of the requirements related to age, qualification and experience in exceptional and deserving cases. |

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| 6 | The Institute reserves the right to fill or not to fill any or all the posts. |
| 7 | Shortlisted candidates will be called for Interview as per recommendations of the Screening Committee constituted for the purpose. The decision of the Screening Committee is final. |
| 8 | No interim correspondence will be entertained. |
| 9 | Canvassing in any form will lead to disqualification. |
| 10 | Only shortlisted candidates will be contacted. If a candidate has not be contacted, she/he should assume that her/his application has not been shortlisted. |
| 11 | The Institute reserves the right to reject any/all applications without assigning any reason. |
| 12 | Pay and Allowance are admissible as per Government of India rules and as per rules of the Institute. Except New Pension Scheme for contract post. |
| 13 | Only interested candidates who fulfil the minimum eligibility criteria may apply online through the Recruitment Portal in the Institute website www.iimshillong.ac.in |
| 14 | Only Applications submitted online through the recruitment portal will be considered for further scrutiny. |
| 15 | Shortlisted applicants will be required to forward by email the scanned copies of the documents/certificates such as Educational Qualification Certificates & Mark Sheets, Experience Certificates, Caste Certificate (if any), Disability Certificate , (if any), Registration Certificate from MCI, passport size photo, Proof of date of birth and other documents / testimonials for verification. |
| 16 | Application fee for each posts are as per the rates prescribed below: 1. Rs. 400/- for General candidates 2. Rs. 200/- for SC/ST and OBC candidates 3. Women Candidates and Person with Disabilities are exempted from payment of application fee 4. Application fee is non-refundable. |
| 17 | Candidates already in Service are required to forward the print out of the Online application through Proper Channel or they may produce a No Objection Certificate (NOC) & Vigilance Clearance Certificate from their current employer, at the time of interview. |
| 18 | The Last date for Submission of Applications is 30 September 2020. |
| 19 | CLICK HERE TO APPLY |

Sd/-
Chief Administrative Officer (i/c)
IIM Shillong