



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

No. IIM/Admn/119/23/2020/837

16 October 2020

ADVERTISEMENT FOR NON-TEACHING POST

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

1	Name of the Post	Security Officer (on Contract)
	No. of Posts	1 (one)
	Tenure	On Contract for a period of 5 years initially and performance to be reviewed annually
	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 as a Short Service Commissioned Officer in the Army/Navy/Air force with Security Officers Course of DGR.
	Age Limit	45 years as on the last date of Publication of the Advertisement
	Job description	<ul style="list-style-type: none">• To look after all security arrangements in and around the campus.• To handle the security personnel of the Institute, supervise their work and submit a monthly report to Chief Administrative Officer.• To supervise patrolling around the campus and to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.• To answer to alarms and investigate disturbances.• To monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.• To write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.• To liaise with police/fire department in cases of emergency, such as fire or presence of unauthorized persons.• To look after the house keeping services of the Institute• Carry out the duties assigned by the Director/ Chief Administrative Officer.

IMPORTANT INSTRUCTIONS

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.
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), 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) from their current employer, at the time of interview.
18	The Last date for Submission of Applications is 18 November 2020.
19	CLICK HERE TO APPLY

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